Surface

Surface User Guide

With Windows RT 8.1 Software

Published: March 2014

Version 2.0

Microsoft

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Meet Surface

Ultra-thin and light, Surface is the on-the-go tablet.

With Xbox Music and Video, games, and Internet Explorer, you'll never run out of ways to play.

And when it's time to get work done, Surface comes with Microsoft Office 2013 RT—Word, Excel, Outlook, PowerPoint and OneNote apps.[1]

[1]The Windows RT 8.1 update includes Outlook RT. There are some differences between Office RT and other versions of Office. For more info, see Office.com/OfficeRT.

About this guide

We hope this guide helps you get the most out of your Surface.

To jump to a topic (using the Reader app):

- Swipe down from the top edge of the screen, tap **More** (•••) > **Bookmarks**.

To search for a topic:

- Swipe down from the top edge of the screen, tap **Find**, type what you want to find.

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Surface features

Finish

Made with VaporMg, Surface is precision crafted to be tough yet elegant, without excessive bulk. The watch-like finish is incredibly smooth and durable.

Touchscreen

The 10.6" touchscreen, with its 16:9 aspect ratio and ClearType HD display (1377x768 pixels), is great for watching HD movies, browsing the web, and using Office apps. Like a smartphone, you can browse the web or your email using your fingers. See Touchscreen for more info.

Typing Covers

Add a unique keyboard that doubles as a protective cover (Typing Covers sold separately). This way you'll always have a keyboard with you. See Typing Covers for more info.

Two cameras—front and back

Two 720p HD cameras that you can use for video calls or taking pictures. See Camera for more info.

Two microphones

Built-in microphones come in handy when recording videos and calling people. See Sound features for more info.

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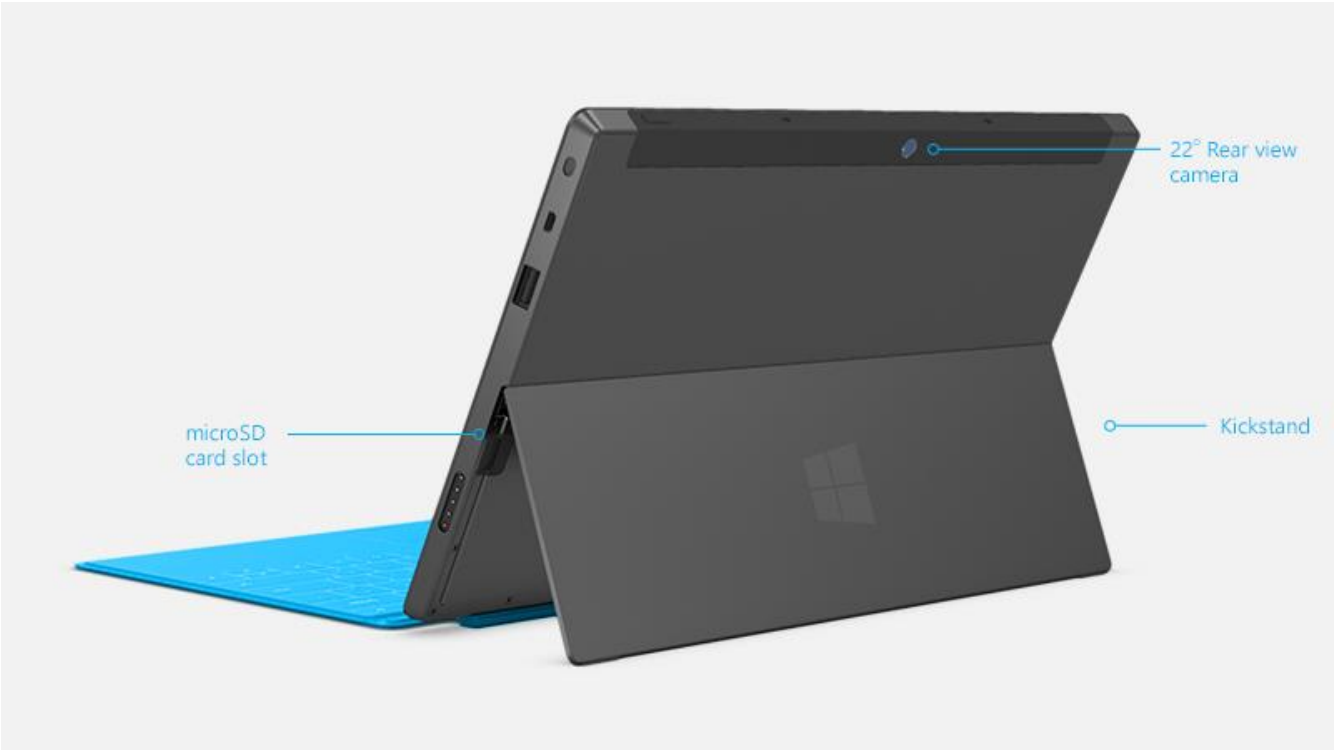

Kickstand	Flip out the kickstand when you want to be productive or kick back and have some fun.
Stereo speakers and headset jack	With the two stereo speakers and headset jack, you can listen to music, podcasts, and audio books. See Sound features for more info.
Wi-Fi and Bluetooth	Surface supports standard Wi-Fi protocols (802.11a/b/g/n) and Bluetooth® 4.0. This means you can connect to a wireless network and use Bluetooth devices such as mice, printers, and headsets.

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Ports

- **HD video out port**
  Share videos, photos, or presentations by connecting Surface to an HDTV, monitor, or projector (adapters and cables sold separately). See Connect to a TV, monitor, or projector for more info.
- **Full-size USB 2.0 port**
  Connect USB accessories—like a mouse, phone, or an Ethernet adapter. See Connect devices for more info.
- **microSDXC card reader**
  Use the microSDXC card reader (behind the kickstand) for extra storage or transferring files. See Storage, files, and backup for more info.
- **Charging port and 24-watt power supply**
  Connect the included power supply when your battery is low. See Charging for more info.

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Software	• **Windows RT** Surface comes pre-installed with Windows RT—a Windows-based operating system that's optimized for thin and light PCs. Windows RT runs built-in apps and apps from the Windows Store. To learn more, see Windows 8.1 RT: FAQ on Windows.com. • **Office 2013 RT** Word, Excel, Outlook, PowerPoint and OneNote apps are pre-installed. See Office 2013 RT for more info. • **Apps** Surface has many built-in apps—check out the tiles for them on your Start screen. And you can install more apps from the Windows Store.
Sensors	Surface has four sensors (an ambient light sensor, an accelerometer, gyroscope, and compass) that apps can use to do cool things.
CPU and RAM	NVIDIA Tegra 3 processor with 2GB RAM.
Accessories	Surface accessories add to your Surface experience—check out the Accessories section in this guide.

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Set up your Surface

Grab your Surface and let's go!

Before you start... Make sure a wireless network is available and you have the network password (if the network is secured).

Plug in and turn on

1. If you have a Typing Cover, bring it close to your Surface, so that it clicks into place (see picture).

2. Flip out the built-in kickstand on the back of Surface.
3. Plug the power cord into a wall outlet or power strip.
4. Connect the power connector to the charging port on Surface (either direction works).

   The small light at the end of the connector means Surface is getting power.

5. Press and release the Power button (on the top right edge).
   Surface turns on and setup begins.

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Setup

Setup runs the first time you turn on Surface. During setup you'll choose a language, color scheme, and name for your Surface. (You can change these things later.)

Two key things happen during setup:

- **Surface connects to your wireless network**. If you don't know your wireless password, see How to find your wireless network password on Surface.com.
- **An account is created on Surface**. For the best experience, we recommend using a Microsoft account. You can use your existing Microsoft account, or setup can create one for you.
    - **What is a Microsoft account?** A Microsoft account is an email address and password that you use to sign in to Surface. If you've used Microsoft services in the past—like Xbox, Hotmail, Outlook.com, OneDrive, Messenger, Skype, or Windows Phone—you already have a Microsoft account (it's the email address you use to sign in). If you don't have a Microsoft account, setup can create one for you using any email address. To learn about the benefits of using a Microsoft account, see All about accounts on Surface.com.
    - **More than one Microsoft account?** If you have more than one Microsoft account, you'll need to choose one for your Surface. To figure out which Microsoft account to use, see Choose a Microsoft account on Microsoft.com (English only).

To learn more about accounts, see the Accounts and sign in section in this guide.

Got kids? Give each child their own account, so they can enjoy Surface without changing your settings or getting into your email. For more info, see Family Safety on Windows.com.

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The basics

There are a few things you need to know to get around your Surface.

Update to Windows RT 8.1

Important All of the info in this guide is for Windows RT 8.1.

Before you continue, make sure you have Windows RT 8.1. Here's how:

1. From the Start screen, tap or click the Desktop tile.
2. Open the Settings charm (swipe in from the right edge of the screen and then tap **Settings)**.
3. Tap or click **PC info** and see which version of Windows you have.
4. If you have Windows 8 RT, install the free Windows RT 8.1 update from the Windows Store—to find out how, see Update to Windows 8.1 on Surface.com.

To see what's new in Windows 8.1, see Windows 8.1 on Windows.com.

Touch, keyboard, mouse, and pen

With Surface, you can easily switch between using touch, a keyboard, mouse, or pen.

- **Touch**. Like a smartphone, you can use your fingers on the touchscreen. For example, drag your finger across the screen to scroll.
- **Keyboard**. Click in a Typing Cover or use a full-size USB or Bluetooth keyboard.
- **Mouse**. Use the Typing Cover touchpad, or connect a USB or Bluetooth mouse.
- **Pen**. Take notes, draw, and mark up documents using a capacitive pen (sold separately).

Start screen

Start is the heart of your Surface—it's where you open apps, see what your friends are doing, and get to your favorite websites.

The tiles on Start show info, such as new email messages and the next appointment on your calendar.

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To go to Start:

- **Touch**. Press below the touchscreen, or swipe in from the right edge of the screen and tap **Start**.
- **Keyboard**. Press the Windows logo key on your keyboard.
- **Mouse**. Click the Start button in the lower-left corner of the screen.

Open apps

- **Touch or mouse**. Tap or click an app tile on the Start screen.
- **Keyboard**. Go to Start and type an app name (such as Word or OneDrive).

You can see all your apps by swiping up from the center of the Start screen.

Switch between open apps

You can switch between open apps by swiping in from the left edge of the screen. You can keep swiping, and each time you'll switch to another app.

More about this in the Use apps section.

App commands: Where are they?

Swipe up from the bottom edge of the screen, or down from the top edge.

Touch: Swipe, tap, and beyond

Tap? Swipe? Here's a glossary of touch gestures that you can use with Surface.

Gesture	How to do it	What it does
Tap	Tap once on something.	Opens, selects, or activates whatever you tap. Similar to clicking with a mouse.

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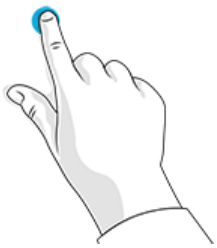
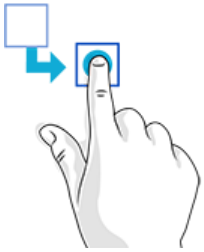
Gesture	How to do it	What it does
Tap and hold 	Press your finger down and hold for about a second.	Shows options related to what you're doing (like right-clicking with a mouse).
Pinch or stretch	Touch the screen or an item with two or more fingers, and then move the fingers toward each other (pinch) or away from each other (stretch).	Zooms in or out of a website, map, or picture.
Rotate	Put two or more fingers on an item and then turn your hand.	Rotates things that can be rotated.
Slide to scroll	Drag your finger on the screen.	Scrolls through what's on the screen (like scrolling with a mouse).
Slide to rearrange 	Press and briefly drag an item in the direction opposite to the way the page scrolls, then move it wherever you want. (For example, if the screen scrolls left or right, drag the item up or down.) When you've moved the item to the new location, let it go.	Moves an item (like dragging with a mouse).

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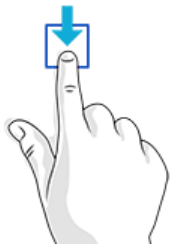
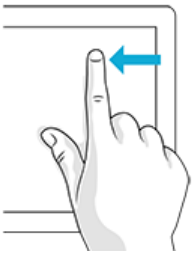
Gesture	How to do it	What it does
Swipe to select 	Swipe an item with a short, quick movement in the direction opposite to the way the page scrolls. (For example, if the screen scrolls left or right, swipe the item up or down to select it.)	Selects an item, like an app tile or photo. This often brings up app commands.
Swipe from edge 	Starting on the edge, swipe in.	**Right edge**: Opens the charms **Left edge**: Brings in open apps, snaps apps, shows your recently opened apps, or closes apps. See Use apps for more info. **Top or bottom edge**: Shows commands or closes an app.

Charms

No matter where you are, the charms help you do the things you do most often—like search, share, print, and change settings. Here's how to open the charms:

- **Touch**. Swipe in from the right edge, and then tap the one you want.
- **Mouse**. Move your pointer into the upper-right or lower-right corner, and then move it up or down and click the one you want.
- **Typing Cover**. Press a charm key from the top row.

Charm keys on Touch Cover

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Here's what you can do with the charms:

Search. You can use the Search charm (+S) to finds things on Surface, OneDrive, in apps, and on the web. For more info, see How to search in this guide.

Share. When you're in an app, you can use the Share charm (+H) to share files, photos, or webpages. For more info, see Share photos, links, and more in this guide.

Start. The Start charm () takes you to the Start screen. Or if you're already on Start, it takes you to the last app you were using.

Devices. Use the Devices charm (+K) to play, project, and print to devices. For more info, see Connect devices in this guide.

Settings. Use the Setting charm (+I) to change your Surface settings, or if you're in an app, you can get to settings for that app. For more info, see Change your settings in this guide.

Learn more about Windows

To learn more about getting around Windows RT 8.1, check out these resources:

- **Help and Tips**: From the Start screen, tap or click **Help+Tips**. This app has info to help you get up to speed on Windows.
- **Windows Basics and Tips**: See the Getting started tutorials on Windows.com.

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Lock screen and signing in

With a Microsoft account, personal settings like your lock screen and Start screen can follow you to other devices. Your favorite websites, browser history, and pinned sites on your Start screen move with you, as well.

If you don't use Surface for a few minutes, the screen turns off and locks. When this happens, press a key (or press and release the Power button), then swipe up on the touchscreen.

Next, sign in to your account by typing your password.

Now, let's set up your email and other accounts.

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Get started

Now that you know the basics, let's get online and add your accounts.

Get online

Here's how to get online:

1. Open the Settings charm (swipe in from the right edge of the screen, and then tap **Settings**).
2. Tap or click the wireless network icon ( ).
3. Tap or click the network you want to connect to, and then tap or click **Connect**.

Set up your email

Now let's set up your email. Outlook RT and Mail are both pre-installed, so you can add your email accounts to either or both of these apps.

Outlook RT: Add your email accounts

You can add Outlook.com, Gmail, AOL, Yahoo!, and Exchange email accounts to Outlook (or any email account that uses POP or IMAP). Here's how:

1. Tap or click **Outlook 2013** from the Start screen. Account setup starts the first time you start Outlook.

   If the Auto Account Setup dialog doesn't appear, tap or click **File** and then choose **Add Account** (just above **Account Settings**).
2. Type your name, email address, and password, and then choose **Next**.

Outlook searches online to find your email server settings. If Outlook doesn't find the settings, see Set up email in Outlook on Office.com.

Mail: Add your email accounts

You can add Outlook.com, Gmail, AOL, Yahoo!, and Exchange email accounts to the Mail app.

Note The Mail app doesn't support accounts that use POP (Post Office Protocol). If you have a POP email account, you can use Outlook RT (see above) or see Using email accounts over POP on Windows.com.

Here's how to add your email accounts:

1. Tap or click **Mail** from the Start screen.
2. Open the Settings charm, then tap or click **Accounts** > **Add an account**.

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3. Choose the type of account you want to add, and then follow the on-screen instructions.
   Most accounts can be added with only your user name and password. In some cases, you'll be asked for more details, which you can usually find on your email account provider's website. (Repeat steps 1-3 for each of your email accounts.)

After you add an email account...

- Your contacts from Outlook.com and Exchange accounts are automatically added to the People app, and your appointments appear in the Calendar app. For other accounts, see **People: Add contacts** below.
- For info on how to sync Google email, contacts, and calendar, see How to sync Google services on Windows.com.

Microsoft Exchange: To find out how to set up and troubleshoot a Microsoft Exchange account, see How to configure an Exchange account.

People: Add contacts

The People app is your universal address book. See contacts from all of your address books in one place, and get the latest updates from your friends. Also, sync contacts from the social networks you care about, like Facebook, LinkedIn, and Twitter. Get in touch with someone by sending email, calling, or posting to social media directly from the People app.

Here's how to add contacts from your accounts:

1. Tap or click **People** from the Start screen.
2. Open the Settings charm, tap or click **Accounts** > **Add an account**.
3. Choose the type of account you want to add and then follow the instructions.

For more info, see People in this guide.

Skype (IM and calls): Add contacts

With Skype calls and chat, you can stay in touch with anyone, on almost any device, for free. Once you've added your friends, you can make Skype calls and send instant messages.

Here's how to get started using Skype:

1. On the Start screen, tap or click **Skype**.
2. Follow the instructions to sign in to Skype the first time. If you need help, see Skype on Surface on Surface.com.
3. Add your contacts. To find out how, see Skype on Surface on Surface.com.

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OneDrive: Your personal cloud

OneDrive is online storage that comes with your Microsoft account. It’s like an extra hard drive that’s available from any of the devices you use. When you save your documents, photos, and other files on OneDrive, they're available from any web-connected device (for example, your phone or computer). OneDrive is also a great way to share files with other people.

To learn more, see OneDrive in this guide.

Make it yours

You can make Surface reflect who you are and what you care about. You can rearrange the Start screen however you like, and choose the colors and pictures that reflect your personal style. For info about this, see the Personalize section in this guide.

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Get to know Surface

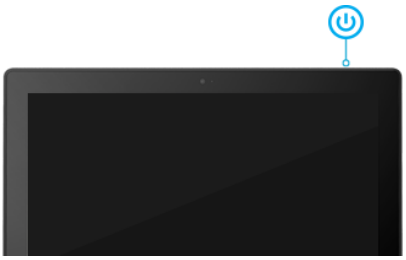
Now that you've added your accounts, let's go a little deeper.

Power states: On, off, standby, and restart

Here's a quick overview of the Surface power states:

State	What to do
On	Press and release the Power button. If nothing happens, Surface might need to be recharged. Connect the power supply and then press the Power button again.
Wake	Do any of the following: • Press and release the Power button. • Open the Cover. • Press a key or the Windows logo on Surface.
Off (Shut down)	Open the Settings charm, tap or click **Power** > **Shut down**. You can also tap or click the Power icon on the sign in screen (lower-right corner) to quickly shut down.
Standby	Close the Cover, press and release the Power button, or don't use Surface for a few minutes.
Restart	Open the Settings charm, tap or click **Power** > **Restart**.

Turn on or wake



1. Do any of the following things:
   - **On/Wake**: Press and release the Power button.
   - **Wake**: Open the Cover.
   - **Wake**: Press a key or the Windows logo on Surface.

   The lock screen appears with app notifications. For more info, see Notifications in this guide.
2. To unlock Surface, swipe up from the bottom of the screen or press a key.
3. Sign in to Surface. Need help? See the Accounts and sign in section in this guide.

Tip

- You can set the amount of time before a password is needed to unlock your Surface. For more info, see Choose when a password is required in this guide.

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Standby

If you don't use Surface for a few minutes the screen turns off and locks, just like a smartphone. When this happens, Surface goes into a standby mode called InstantGo. While Surface is in standby, it stays connected to your wireless network. This way you can get app notifications (such as an incoming Skype call) and you can turn on Surface in an instant.

Choose when the screen turns off

By default, the Surface screen turns off after a few minutes of inactivity. Here's how to change this:

1. Open the Settings charm, then tap or click **Change PC Settings** > **PC and devices** > **Power and sleep**.
2. Under **Sleep**, choose when you want Surface to go to sleep (on battery and when plugged in).

Charging

Surface has an internal lithium-ion battery with up to 8 hours of active-use battery life on a single charge.

At the end of your day or when the battery is low, use the included 24-watt power supply to charge your Surface. Here's how:

1. Plug the power cord into an electrical outlet or power strip.
2. Connect the power connector to the charging port on Surface (either direction is good).

A light at the end of the connector when Surface is getting power.

How much battery charge is remaining?

You can see the battery status in a few places:

- **Charms**. Lower-left corner after you open the charms (see picture).
- **Lock screen**. Lower-left corner of the lock screen.
- **Desktop taskbar**. Battery status appears on the desktop taskbar. Tap the battery icon to see the percentage remaining.

When you see a low battery warning, plug your Surface into an electrical outlet. If you don't recharge the battery, Surface will eventually save your work and shut down.

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Notes

- It takes 2-3 hours to fully charge your Surface battery from an empty state.
- Surface can't be charged through the USB port. Instead, you need to use the included power supply or the Surface Car Charger.

Advanced power settings

A power plan is a collection of settings that control how your Surface uses power. To find out how to customize or create a power plan, see Power Plans: Frequently asked questions on Windows.com (Surface supports InstantGo).

Charging accessories

There are a couple additional charging options that you can purchase separately (see Power Supply on Surface.com for purchase info).

Car Charger with USB charging port

You can use the Car Charger to charge Surface and another USB device (such as your phone), while you're traveling in your car.

To charge Surface using the Car Charger:

1. Plug the Car Charger into the vehicle power port or cigarette lighter in your car.
2. Connect the power connector to the charging port on Surface.

48W Power Supply with USB Charging Port

While this power supply doesn't charge Surface any faster than the included 24-watt power supply, you can charge a cell phone or other USB device while you're charging Surface. (The 48-watt power supply is not available in all regions.)

The touchscreen

The multi-touch screen has a 16:9 aspect ratio—perfect for watching videos and optimized for multi-tasking with side-by-side apps.

Like a smartphone, you can interact with Surface by touching the screen. To learn about using touch, see Touch: Swipe, tap, and beyond in this guide.

Manually adjust screen brightness

- Open the Settings charm, tap or click **Screen**, and then move the slider to adjust the brightness.

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Automatically adjust screen brightness

- Open the Settings charm, tap or click **Change PC Settings** > **PC and devices** > **Power and sleep** > **Adjust my screen brightness automatically**.

Choose when the screen turns off

If you don't use Surface for five minutes, the screen turns off. If you want to change this setting, see Choose when the screen turns off in this guide.

Landscape or portrait

When you rotate Surface, the screen content changes to the new orientation. This way you can use landscape for webpages and Office apps, and portrait for reading a book.

Lock the screen orientation

If you don't want the screen content to rotate, you can lock the screen orientation. Here's how:

1. Rotate Surface the way you want it.
2. Open the Settings charm, and then tap or click **Screen**.
3. Tap the Screen rotation icon.

   (If this doesn't work, remove or fold back the Typing Cover and try the steps again.)

A lock appears on the Screen icon when screen rotation is locked.

Find more display settings

- Open the Settings charm, tap or click **Change PC Settings** > **PC and devices** > **Display**.

You can also use search to find more display settings. For info about this, see Search for a setting in this guide.

Copy and paste using touch

Here's how to copy and paste text using touch:

1. **Select text**. Tap a word, then drag either circle to extend the text selection.
2. **Copy**. Press and hold the selection for a couple seconds, and then let go and tap **Copy**.
3. **Paste**. Move to where you want to paste the text. Press and hold a couple seconds, then let go and tap **Paste**.

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On-screen keyboard

Surface has an on-screen, touch keyboard that appears when you need it.

Show the on-screen keyboard

1. Fold back the Cover or remove it.
2. Tap the screen in a place where text can be entered and the on-screen keyboard should appear.

If you're in the desktop, tap the keyboard icon on the desktop taskbar (lower-right corner) to open the on-screen keyboard.

To manually open the on-screen keyboard (without tapping an area where you can type):

- Open the Settings charm, tap or click **Keyboard** > **Touch keyboard and handwriting panel**.

Start
Sheila
Marchand
Regina Roberts
RE: Pick up the kids on Thursday?
That sounds great. See you then.
Office hours
Sheila's office
9:30 AM – 10:30 AM
9
Wednesday
Innovative ways to teach
q w e r t y u i o p
a s d f g h j k l ' Enter
z x c v b n m , .
&123 Ctrl

On-screen keyboard on Surface

To close the on-screen keyboard: Tap an area where text can't be typed or tap the keyboard button, and then the close keyboard button.

Thumb keyboard and handwriting options

- **Thumb keyboard**. The thumb keyboard makes it easy to type with your thumbs while holding Surface in both hands.
- **Handwriting**. The handwriting option lets you write with a capacitive pen or your finger.

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Suggestions and corrections

As you type on the on-screen keyboard, suggestions appear above the keyboard. For more info, see Suggestions and corrections later in this guide.

Change on-screen keyboard settings

Open the Settings charm, tap or click **Change PC settings** > **PC and devices** > **Typing** > **Touch keyboard**.

Tips and tricks

How do I?	What to do
Type numbers	Tap the **&123** key or swipe up on a key in the first row. For example, swipe up on the Q key to type the number 1.
Type diacritical marks	Press and hold a key such as O, then slide your finger to the accented character that you want (for example, Ö).
Use keyboard shortcuts	Tap the Ctrl key and then another key (for example, Ctrl+C for Copy).
Turn Caps Lock on/off	Double-tap the Up Arrow key.
Change keyboard settings	Open the Settings charm, tap or click **Change PC settings** > **PC and devices** > **Typing**.
Turn key sounds on/off	Open the Settings charm, tap or click **Change PC settings** > **PC and devices** > **Typing** > **Play key sounds as I type** (under Touch Keyboard).
Add a language	See Add a language in this guide.

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Typing Covers (keyboards)

Choose from the following Typing Covers:

- **Touch Cover and Touch Cover 2**
  Super-thin, pressure-sensitive keyboards with a touchpad.
- **Type Cover and Type Cover 2**
  One of the thinnest mechanical keyboards available, with moving keys.

Touch Cover 2 and Type Cover 2 are thinner and lighter, with keys that can illuminate when your hands are near. You can see all of the Typing Covers in the Accessories area of Surface.com. To find out how to clean the Covers, see Cover care in this guide.

Click in

The Typing Covers magnetically attach to the Surface touchscreen. Simply bring the two close together. When the Cover gets close, it aligns and snaps into place. Once connected, the Cover stays put. You can easily remove it by pulling it away.

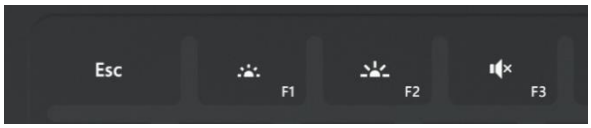
When you fold a Cover back behind the touchscreen, the keyboard is disabled. This way you don't accidently type anything.

Which version of Type Cover or Touch Cover do I have?

To figure out which version you have, look in the upper-left corner:

- **Type Cover and Touch Cover**. The upper-left corner has volume controls.

- **Type Cover 2 and Touch Cover 2**. The upper-left corner has brightness controls.



Type with Touch Cover

Touch Cover is more than a protective cover. It's also a keyboard. Type on Touch Cover just as you would on any other keyboard. You can even rest your hands on the keys. Touch Cover only detects key presses when you strike a key.

By default, a sound plays when you strike a key on Touch Cover (or the on-screen keyboard), so you know when you've pressed a key.

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To turn key sounds on or off: Open the Settings charm, tap or click **Change PC settings** > **PC and devices** > **Typing** > **Play key sounds as I type** (under Touch keyboard).

Touch Cover 2 gestures

Here are a couple handy gestures you can use on the Touch Cover 2 keyboard:

To do this	Do this...
Move the insertion point	Slide two fingers horizontally across the letter keys.
Select and delete text	Slide two fingers horizontally across the number row keys, and when the selection is complete, lift your hand to delete the selected text.

Suggestions and corrections

As you type on Touch Cover 2 or the on-screen keyboard, text suggestions appear to help you enter words quickly or correct misspellings. To insert a suggestion, tap it or press Spacebar. To switch the highlighted word, swipe right or left on the Spacebar.

To turn text suggestions on/off: Open the Settings charm, tap or click **Change PC settings** > **PC and devices** > **Typing** > **Show text suggestions as I type**.

Fold back the Cover

You can fold back a Typing Cover to create a stand (see picture).

When the Cover is folded back, you can use the on-screen keyboard to type text. Tap a place where you can type, such as a text box, and the on-screen keyboard appears. For more info, see On-screen keyboard in this guide.

Close the Cover

When you close the Cover, the screen turns off and Surface goes into standby mode. When you open the cover, Surface wakes up. To learn more, see Power states: On, off, standby, and restart in this guide.

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Adjust the backlighting

Touch Cover 2 and Type Cover 2 have keys that can illuminate. The backlighting turns on when your hands are near the keys and turns off when they leave.

You can adjust the brightness of the keys and turn backlighting on/off.

To do this	Press this...
Increase the brightness of the keys	Tap the F2 key repeatedly.
Decrease the brightness of the keys	Tap the F1 key repeatedly.
Turn backlighting off	Press and hold the F1 key.
Turn backlighting on	Press and hold the F2 key.

Function keys

If you want to use a function key (F1-F12), use the Fn key in combination with a key from the top row.

For example, for F5, press Fn +

.

Function lock/unlock (Fn+Caps)

If you frequently use function keys, you can lock the Fn key so that you don't have to press it each time. Press **Fn**+**Caps** to make the top row of keys be function keys (F1-F12). Once locked, press the Search key for F5. (Press **Fn**+**Caps** again to unlock the Fn key.)

The function keys appear on the keys for Type Cover, Type Cover 2, and Touch Cover 2. If you have a Touch Cover, here are the function keys:

Touch Cover function keys

For this key	Press this	For this key	Press this
F1	Fn + Mute	F7	Fn + Devices
F2	Fn + Volume Down	F8	Fn + Settings
F3	Fn + Volume Up	F9	Fn + Home
F4	Fn + Play/Pause	F10	Fn + End
F5	Fn + Search	F11	Fn + Page Up
F6	Fn + Connect	F12	Fn + Page Down

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More function keys for either Typing Cover

For this key	Press this	For this key	Press this
Page up	Fn + Up arrow	Page down	Fn + Down arrow
Home	Fn + Left arrow	End	Fn + Right arrow
Increase screen brightness	Fn + Del	Decrease screen brightness	Fn + Backspace

Can I use my desktop keyboard with Surface?

Yes. You can use a full-size USB or Bluetooth keyboard if you'd like. For more info, see Connect devices in this guide.

Wireless Adapter for Typing Covers

The Wireless Adapter lets you type on a Typing Cover from anywhere in the room (up to 30 feet away). This way you can connect Surface to a TV or monitor, and type from another location like your couch.

Charging the wireless adapter

Connect the included cable to the wireless adapter and plug the other end of the cable into the USB port on Surface or another computer. It takes about 4-5 hours to charge the wireless adapter from an empty state (the light on top pulses while it's charging). You can use the wireless adapter while it's charging, or charge the adapter when it's not attached to a Typing Cover.

Set up the wireless adapter

1. Before using the adapter for the first time, charge it for 4-5 hours.
2. Connect the wireless adapter to your Typing Cover.
3. On Surface, open the Settings charm, tap or click **Change PC settings** > **PC and devices** > **Bluetooth**. (Make sure Bluetooth is turned on.)
4. Press and hold the Power button on the adapter until a white light flashes. (This means the adapter is ready to pair.)
5. Choose **Wireless Adapter for Typing Covers**, and then tap or click **Pair**. Once paired, you can start typing.

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Battery status

The battery status light is on the top middle of the adapter. When the battery gets low (less than 15% of battery remaining), the light is red.

To conserve battery life, remove the wireless adapter from the Typing Cover or turn it off when you're not using it. The adapter turns off if you don't use it for an hour.

Note If you have problems, see Troubleshoot the Wireless Adapter for Typing Covers on Surface.com.

Touchpad

The Typing Covers have a touchpad that you can use like a mouse. Like a laptop, you can drag your finger across the touchpad to move the on-screen pointer. To click on something, tap once on the touchpad (left mouse click).

If you'd rather use a mouse with Surface, see Use a mouse in this guide.

Action	Touchpad gesture
Move the on-screen pointer	Drag your finger on the touchpad.
Left click	Tap one finger anywhere on the touchpad, or tap the left touchpad button.
Right click	Tap two fingers anywhere on the touchpad, or tap the right touchpad button.
Scroll	Slide two fingers across the touchpad (horizontally or vertically).

Touch Cover 2 and Type Cover 2: Additional touchpad gestures

Action	Touchpad gesture
Open the charms	Swipe in from the right edge of the touchpad.
See your open apps	Swipe in from the left edge of the touchpad.
Zoom in or out	Move two or more fingers together (pinching motion) or apart (stretching motion) on the touchpad.

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How do I change the touchpad settings?

You can turn off the touchpad, turn off edge swiping, reverse the scrolling, and prevent the cursor from accidently moving while you type. To change these settings:

- Open the Settings charm, tap or click **Change PC settings** > **PC and devices** > **Mouse and touchpad**.

Sound features

Surface has two stereo speakers and a headset jack for listening to music or watching movies. The internal microphones—one in front and one in back—come in handy when making calls or recording videos.

Adjust the volume

You can control the volume in a few places:

- **Volume rocker**. Use the volume rocker (on the left edge).
- **Start screen**. Open the Settings charm, then tap the sound icon and adjust the slider.
- **Desktop**. Tap the sound icon on the desktop taskbar (lower-right corner) and adjust the slider.
- **Audio accessories**. Headphones, external speakers, and other accessories may have their own volume control.

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- **Apps**. Some apps have a volume control.

Tips

- To quickly pause audio in an app from the Windows Store, press the volume rocker and then tap the on-screen pause button.
- To mute audio, press the mute key on Touch Cover or Type Cover.

Add audio accessories

The headset jack works for both audio output and microphone input. You can plug headphones or a headset with a microphone into the headset jack or the USB port.

For bigger sound, connect external speakers to the headset jack or USB port, or wirelessly connect speakers using *Bluetooth* technology. For more info, see Connect devices in this guide.

How do I set the default audio device?

You can switch between different audio devices, such as speakers and headphones. Here's how:

1. Open the Search charm, type **manage audio devices**, and then choose **Manage audio devices** from the search results.
2. Tap or click the device you want to use for playback, tap **Set Default**, and then choose **OK**.

How can I record audio?

You can use the Sound Recorder app to record audio. Snap this app alongside another app, so you can continue working while you're recording.

To open the Sound Recorder app: Swipe up from the center of the Start screen and then tap **Sound Recorder**.

Have questions? See Sound recorder: FAQ on Windows.com.

How do I change which sounds play?

You can choose which sounds play for notifications and system events (for example, the sound that plays when you get a new message). Here's how:

1. Open the Search charm, tap the down arrow ⌄, and then tap **Settings**.
2. Tap the search box, type **sound**, and then choose **Change system sounds** from the search results.

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The desktop

The Windows desktop—with its taskbar, folders, and icons—is still available in Windows RT 8.1. To go to the desktop:

- **Touch**. From Start, tap **Desktop** (it's a tile).
- **Mouse**. From Start, move your pointer to the lower-left corner, and then click .
- **Keyboard**. Press Windows logo key +D.

When will I go to the desktop?

The pre-installed Office RT apps run in the desktop. You might also go to the desktop to use Control Panel, File Explorer, or a Windows desktop app such as Paint or Notepad.

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Use apps

Surface comes with a great set of apps such as People, Skype, and Camera.

Learn more about these apps in the Built-in apps section of this guide.

Find and open apps

To find an app on your Surface:

- **Apps view**. Swipe up from the center of the Start screen (or click ⊙ on the lower-left of Start). A list of apps appears. Type an app name or scroll to see all your apps.

- **Use Search**. Open the Search charm, and type an app name like Skype.

Tip

- If you don't see the app you want, look in the Windows Store (see Get apps in this guide).

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Switch between open apps

If you want to keep your apps full screen, you can quickly switch between open apps. Here's how:

Switch back to a previous app

- **Touch**. Swipe in from the left edge of the screen.
- **Mouse**. Move the mouse pointer into the upper-left corner of the screen, and then click.
- **Keyboard**. Press Alt+Tab.

Switch to a specific app

- **Touch**. Swipe in from the left edge, and with your finger still on the screen, move it back toward the left edge. Tap the app you want.

- **Mouse**. Move the mouse pointer into the upper-left corner, and then move it straight down. You'll see the apps you recently used. Click the app you want.
- **Keyboard**. Hold down the **Alt** key and press the **Tab** key repeatedly to switch between apps. When you get to the app you want, let go.

Use apps together (side by side)

You can use two apps at the same time by snapping them side by side. This way you can see two apps on the screen at once (such as the Mail and Calendar apps).

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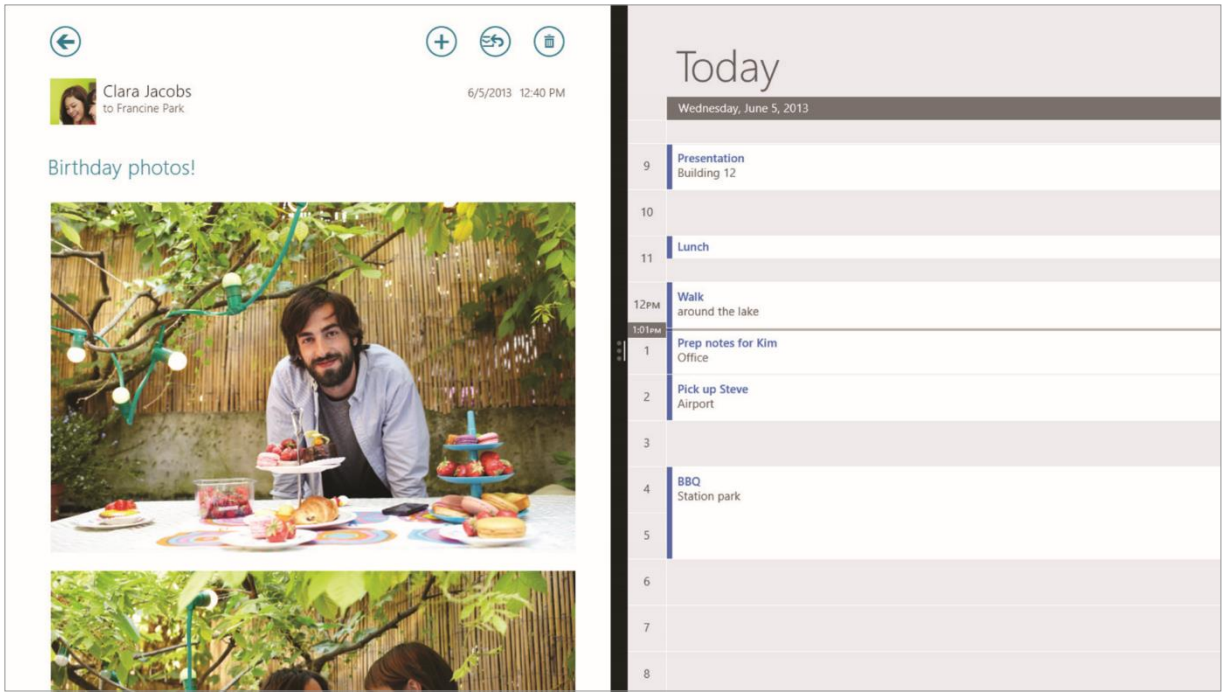

Here's how to arrange two apps side-by-side:

1. Open each of the apps you want to use.
2. Open the recently used app list (swipe in from the left edge, and with your finger still on the screen, move it back toward the left edge).
3. Drag an app from the app list until the current app changes size, then let go of the app.
4. To adjust the size of the apps, drag the bar between the apps.

If you want to change one of the apps, go to Start or the Apps view and tap or click an app. It'll appear on top of the first two apps. Tap or click the left of right side of the screen.

To learn more about using apps together, see Getting around your PC on Windows.com.

Close an app

You don't need to close apps from the Windows Store. When you switch to another app, Windows leaves the app running in the background and will close it eventually if you don't use it.

If you really want to close a Windows Store app, here's how:

- **Touch**. Swipe down from the top edge of the screen, and drag the app down and off the screen.
- **Mouse**. Move the pointer to the top of an app, and when the pointer changes to a hand, click and drag the app down off the screen.

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To completely stop all processes associated with an app, drag the app to the bottom of the screen, and hold it there until the app flips over. You can see all open apps and services in Task Manager (open the Search charm and type **Task Manager** to find this app).

Close desktop apps

It's still a good idea to close desktop apps, such as Office apps, when you're done using them or before you shut down Surface. You can close an Office app by tapping or clicking the X in the upper-right corner of the app.

App commands

To see what you can do with an app, open app commands. Here's how:

1. Open an app and then do any of the following:
   - **Touch**. Swipe up from the bottom edge, or down from the top edge of the screen.
   - **Mouse or touchpad**. Right-click. You can also tap two fingers anywhere on the touchpad.
   - **Keyboard**. Press ⊞+Z.
2. Choose an item on the bar of commands.

App settings and help

- **App settings**. Open the Settings charm from an app. For example, open the Mail app and then open the Settings charm—you'll see settings for the Mail app.
- **App help**. Open the Settings charm from an app, and look for Help. (If you can't find help in the Settings charm, check the company's website for help info.)

Problems with an app?

If you're having problems running an app, try the suggestions on the following Windows.com page: Troubleshoot problems with an app.

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Search, share, and settings

There are charms to help you find things, share stuff, and change your settings.

How to search

The Search charm uses Bing Smart Search to search your Surface, the web, and OneDrive, plus some apps and the Windows Store. Here's how to search for things:

1. Open the Search charm, and then type what you want to find. As you type, you'll see search results and suggestions.
2. If you see what you're looking for, tap or click it to open it.
3. To see more results, including web results from Bing, tap or click the Search button .
4. On the search results page, tap or click a search result to open it. For example, tap a song to start playing it or a webpage to open it.

Search includes items from the web (like webpages and videos), files from your Surface and OneDrive, apps, and Windows settings.

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Tips

- **Keyboard shortcuts**. Press +**S** to open Search. To search for a file (on Surface or OneDrive), press +**F**. And to search for a setting, press +**W**.
- You can just start typing while you're on the Start screen (you don't have to open the Search charm first).
- To find out how to search using File Explorer, see Search for files in File Explorer on Windows.com.

Narrow the scope of search

By default, the Search charm searches for apps, files, and settings, plus content on the web. You can also limit your search to a single content type like Files or Settings. Here's how:

1. Open the Search charm, tap or click the arrow above the search box, and choose what you want to search for.
2. Type something in the search box. Results appear as you type.
3. To see more results, tap or click the Search button.

Search within an app

- Tap or click the Search button in the app. If you don't see Search, swipe down from the top of the screen to see more commands.
- In some apps, you can use the Search charm. Here's how:
    1. Open the Search charm from an app, tap or click the arrow, then choose the app name.
    2. Type what you want to find in the search box.

Change search settings

You can delete your search history, choose how much of your search info is shared with Bing, and filter adult content out of your web search results.

To change your search settings: Open the Settings charm, tap or click **Change PC settings** > **Search and apps**.

Share photos, links, and more

When you come across something you want to share, use the Share charm. You can share with a few people, your entire social network, or send info to another app.

Share a link

1. Find a webpage that you want to share (using Internet Explorer), and then open the Share charm.
2. A list of apps that can share and people that you share with most appears.
    - To post on a social network, choose **People**.
    - To email the link to someone, choose **Mail**.

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- To bookmark the page to read later, choose **Reading List**.
- To save the link in OneNote, choose **OneNote**.

To share a screenshot: Open the Share charm, tap the arrow ⌄ and choose **Screenshot**.

To change your share settings: Open the Settings charm, tap or click **Change PC settings** > **Search and apps** > **Share**.

Share photos

1. Open the Photos app and find a photo or photos that you want to share.
2. Swipe down or right-click a photo to select it.
3. Open the Share charm. You'll see a list of the people, apps, and devices you share with most often, plus a list of apps that can share. For example, to share using email, tap **Mail**, type an email address, and tap or click the Send icon.

To share a photo or group of photos to a social network, the photos need to be on your OneDrive. For more info, see Store photos on OneDrive and Share and print photos on Windows.com.

Save pages to Reading List

When you come across an article or other content that you'd like to read later, just share it to Reading List instead of emailing yourself a link. Reading List is your personal content library. Here's how to save a page to Reading List:

1. When you find a webpage that you want to read later, open the Share charm and tap or click **Reading List**.
2. Tap or click **Add**. A link to the content is added to Reading List.

For more info about using Reading List, see Reading List app on Windows.com.

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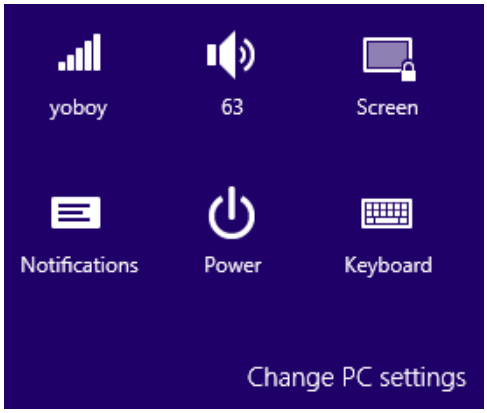
Change your settings

PC Settings

Most of the settings that you'll want to change can be found in PC settings. To open PC settings:



1. Open the Settings charm. Some PC settings appear in the lower-right corner (see picture).
2. For more settings, tap or click **Change PC settings**.
3. Tap or click a category. For example, tap **PC and devices** to add a device, or **Accounts** to change account settings. If you can't find a setting, you can use Search.

For more info, see Get help with PC settings on Windows.com.

Search for a setting

You can use the Search charm to find a setting. Here's how:

1. Open the Search charm, tap the arrow and choose **Settings**.
2. Tap the search box and type what you want to find. For example, type **sound** to find sound settings.
3. If you don't see the setting you want, tap or click the Search button to see more results.
4. Tap or click a setting to open it.

Control Panel

Control Panel includes some additional settings that you might use less often, such as customizing the desktop. To open Control Panel, do either of the following:

- Open the Search charm, type **control panel**, and then choose **Control Panel** from the search results.

  -or-
- From the desktop, open the Settings charm and then tap or click **Control Panel**.

Sync your settings

When you sign in with a Microsoft account, your personal settings and preferences are stored on OneDrive, and are synced to any PC that you sign in to.

To choose which settings sync: Open the Settings charm, tap or click **Change PC settings** > **OneDrive** > **Sync settings**. For more info about this, see Sync settings between PCs with OneDrive on Windows.com.

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Accounts and sign in

A user account determines how you interact and personalize your Surface. When you want to use Surface, you sign in with your user account.

What type of account do I have?

You can sign in to Surface using a local account or a Microsoft account. We recommend using a Microsoft account. To see which type of account you're using:

- Open the Settings charm, tap or click **Change PC settings** > **Accounts** > **Your account**.
  - If you see your name and email address, you're using a Microsoft account.
  - If you see **Local account**, this means your account is on Surface and you don't have the benefits of connecting to the cloud.

Questions? See User accounts: FAQ on Windows.com.

What is a Microsoft account?

A Microsoft account is the email address and a password that you use to sign in to services like Outlook.com, OneDrive, Windows Phone, and Xbox. If you use an email address and password to sign in to these Microsoft services, then you already have a Microsoft account. To learn more, see All about accounts on Surface.com.

To switch from a local account to a Microsoft account:

- Open the Settings charm, tap or click **Change PC settings** > **Accounts** > **Switch to a Microsoft account**.

Create another account

If more than one person uses your Surface, each person can have their own account. This way they can sign in and personalize everything.

To find out how to create another account on your Surface, see Create a user account on Windows.com.

Family Safety (child account)

Got kids? Family Safety is an integrated part of Windows, so it's easier than ever to keep track of when and how your kids use Surface. You can set limits on exactly which websites, apps, and games they're allowed to use.

To find out how to turn on Family Safety, see Family Safety on Windows.com.

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Manage accounts

There are two places you can manage user accounts:

- **PC Settings**. Open the Settings charm, tap or click **Change PC settings** > **Accounts** > **Other accounts**.
- **Control Panel**. Open the Search charm, type **user accounts**, then choose **User Accounts** from the search results.

Unlock and sign in

Here's how to unlock and sign in to Surface:

1. Press a key, or press and release the Power button.
2. Dismiss the lock screen by swiping up from the bottom edge of the screen or pressing a key.
3. If prompted, type the password for your account. If you want to sign in with a different account, tap or click the Back button.
    - If you can't remember your password, see I forgot my password on Surface.com.
    - If you have a picture password or PIN, tap or click **Sign-in options** to choose another sign-in method.
    - If you're locked out and need your BitLocker recovery key, see BitLocker recovery key in this guide.

Choose when a password is required

You can choose when a password is required to sign in to Surface. Here's how:

1. Open the Settings charm, then tap or click **PC settings** > **Accounts** > **Sign-in options**.
2. Under **Password policy**, choose an item from the list:
    - **Microsoft account**. Choose a time frame or **Always require a password**.
    - **Local account**. Choose a time frame, **Always require a password**, or **Never require a password**.

The Password policy setting may not be available if you've added a work email account to the Mail app.

Other sign in options

Two more sign-in options are available to you: PIN and picture password. (These sign-in options may not be available if you've added a work email account to Outlook RT or the Mail app.)

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Create a PIN

Instead of typing a password, you can sign in quickly with a four-digit PIN. Here's how:

1. Open the Settings charm, tap or click **Change PC settings** > **Accounts** > **Sign-in options**.
2. Under **PIN**, tap or click **Add**.
3. Type your current password and choose **OK**.
4. Type 4 numbers for your PIN.

Now you can quickly sign in using your four-digit PIN.

Create a picture password

To find out how to create a picture password, see Personalize your PC on Windows.com.

Sign out or lock

Your account is automatically locked if you close the Cover or don't use Surface for a while. Here's how to manually lock or sign out:

1. From the Start screen, tap or click your account picture (upper-right corner).
2. Choose **Sign out** or **Lock**.

Sign out or lock. What's the difference?

- **Sign out** closes all the apps you were using.
- **Locking** protects your account from use, but lets someone else sign in with their account. The apps you were using aren't closed.

Change your password

Here's how to change your password:

1. Open the Settings charm, tap or click **Change PC settings** > **Accounts** > **Sign-in options**.
2. Under Password, tap or click **Change** and follow the on-screen instructions.

Notes

- Forgot your password? See I forgot my password on Surface.com.
- For other password-related questions, see Passwords in Windows: FAQ on Windows.com.

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Account security

It's an excellent idea to help protect your account by adding security info to it. If you ever forget your password or your account is hacked, we can use your security info to verify your identity and help you get back into your account.

It’s important to make sure you’ve added security info and check it for accuracy. For more info, see Microsoft account security info: FAQ on Windows.com.

If you think your Microsoft account has been blocked or hacked, see Get back into your Microsoft account if it's been blocked or hacked on Windows.com.

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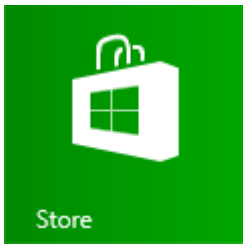
Apps and games from the Windows Store



Discover a variety of great apps and games in the Windows Store.

You can browse for apps in a category, or in groups like “Picks for you” and "Popular Now." And if you already know what you want, you can use Search.

Your account

You need to sign in with a Microsoft account before you can install apps from the Windows Store. To see your account info or switch accounts:

- From the Store app, open the Settings charm and then tap or click **Your account**. Here you can switch to another account, add a payment method, and see which PCs are associated with your account.

Get apps

When you want to get more apps (or games), the Windows Store is the place to go.

Note You need to be connected to the Internet and signed in with a Microsoft account to install apps.

Here’s how to get more apps:

1. On the Start screen, tap or click **Store** to open the Windows Store. If prompted, sign in with your Microsoft account. If you can’t sign in to the Windows Store, see Why can’t I sign in to the Windows Store? on Windows.com.
2. To find an app, do any of the following:
    - Drag your finger across the screen to browse apps. Tap a category, like New Releases, to see apps.
    - Type an app name in the Search box.
    - To see app categories like Games, swipe down from the top edge of the screen.
3. Tap an app to learn more about it and read reviews.
4. If an app is free, choose **Install** to download it.
5. Otherwise:
    - Choose **Buy** to pay for an app. Apps are charged to the payment option associated with your Microsoft account (see **Add or change a payment method** below).
    - Choose **Try** to download a free trial version (if available).

By default, new apps are not pinned to your Start screen. You can see all your apps by swiping up from the center of the Start screen. To add an app to your Start screen, see Personalize the Start screen in this guide.

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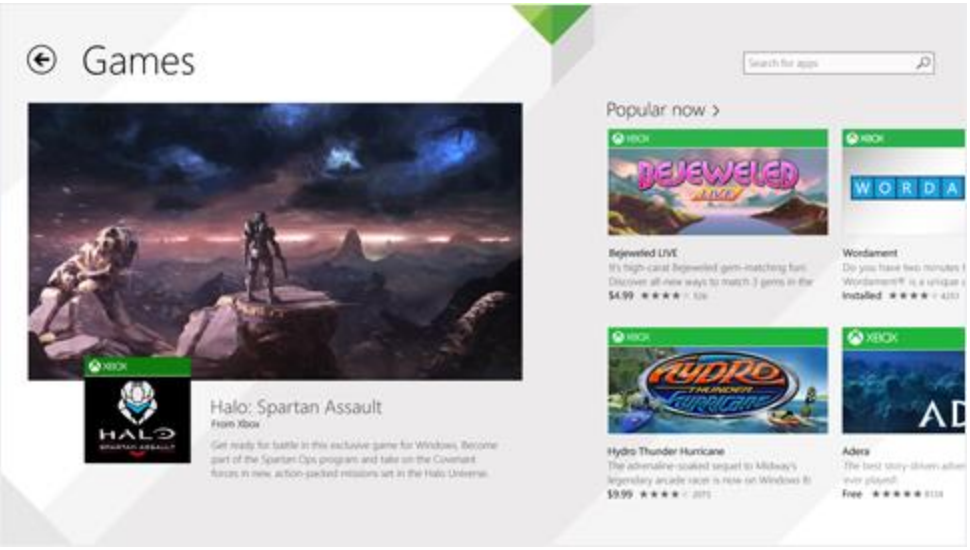
Important You can only install apps from the Windows Store, not from other sources. You can't install Windows 7 apps on Surface.

Notes

- **Need help?** Open the Settings charm from the Store app, and then tap or click **Help**.
- **Can't find or install an app?** See Why can't I find or install an app from the Windows Store? on Windows.com.
- **Install the same apps as another PC**. If you've installed apps on another Windows 8 or Windows RT PC and want to install similar apps on Surface, see Use your Microsoft account to install apps on multiple PCs on Windows.com.

Get games

There's a game for everyone in the Windows Store.



Here's how to get games:

1. On the Start screen, tap or click **Store**.
2. Swipe down from the top edge of the screen and then tap **Games**.
3. Tap an app to learn more about the game and install it.

Solitaire, Hearts, and Minesweeper are not installed by default, but you can download them for free from the Windows Store. To install our version of Solitaire and Minesweeper, tap or click the following links:

- Microsoft Solitaire Collection
- Microsoft Minesweeper

To install Hearts, search the Store app for Hearts.

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Family Safety with the Windows Store

You can use Family Safety to control which games and apps your child can see and install from the Windows Store. You can also allow or block specific apps and games. For info about this, see Use Family Safety with the Windows Store on Windows.com.

Add or change payment option and see billing history

Before you can buy an app, you'll need to add a payment method to your account. To add or change a payment method:

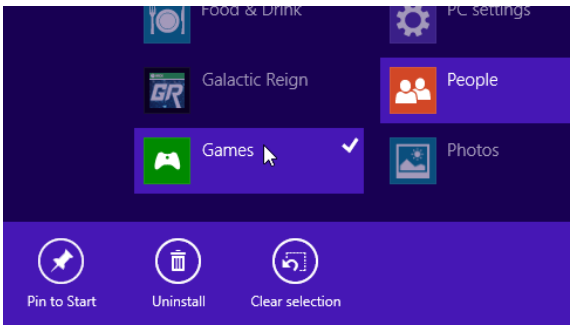
1. From the Store app, swipe down from the top edge of the screen, and then tap **Your account**.
2. Choose **Add payment method** or **Edit payment method**, edit any necessary info, and then choose **Submit**.

To remove a payment method or view your billing history, see Edit payment method for the Windows Store and view billing history on Windows.com.

Delete an app

If you're not using an app, you can uninstall it. Here's how:

1. Go to Start and swipe up from the center of the screen.
2. Press and hold the app that you want to delete for a couple seconds.
3. Tap or click **Uninstall** (along the bottom), and then the **Uninstall** button.



Note Office apps can't be uninstalled.

How much space is an app using?

To see how much space an app is using, you can do this:

- Open the Settings charm, then tap or click **Change PC settings** > **Search and apps** > **App sizes**.

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Reinstall an app

You can reinstall apps or games you've bought without paying for them again (as long as they're still available in the Windows Store). To reinstall an app:

1. Open the Store app and make sure you're signed in with your Microsoft account. (To see which account you're signed in to, open the Settings charm, then choose **Your account**.)
2. Swipe down from the top of the screen, and then tap **Your apps**.
3. Tap or click the apps that you want to install, and then choose **Install**.

For more info, see What happened to the apps on my PC? on Windows.com.

App updates

App publishers sometimes update their apps to add new features and fix problems. The Windows Store can automatically install app updates when they become available. To make sure your apps get updated automatically, do this:

1. From the Store app, open the Settings charm, then tap or click **App updates**.
2. Make sure **Automatically update my apps** is set to **Yes**.

You can also manually check for app updates at any time—tap or click **Check for updates**.

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Personalize your Surface

Add your accounts

If you haven't already added your email and social networking accounts, see the Get started section in this guide.

Personalize the Start screen

Colors and background

You can change the Start screen colors and background. Here's how:

- From Start, open the Settings charm, and then tap or click **Personalize**.

To watch a video about this, see Personalize your PC.

Create tiles for your favorites

You can pin websites, contacts, and apps to the Start screen. Here's how:

- **Pin a website**. See Your web favorites in this guide.
- **Pin a contact**. Select a contact in the People app, swipe down from the top edge of the screen, and then tap **Pin to Start**.
- **Pin an app**. Swipe up from the center of the Start screen to see all your apps. Press and hold an app for a moment, then choose **Pin to Start**.

Tip Want more rows of tiles on your Start screen? From Start, open the Settings charm, tap or click **Tiles**, then set **Show more tiles** to **Yes**.

Rearrange, resize, unpin, and group tiles

You can rearrange and resize the tiles, unpin the ones you don't use, and create groups of tiles. Here's how:

- From Start, swipe down from the top edge of the Start screen, and then tap **Customize**. Then do any of the following:
    - **Move a tile**. Tap a tile and then drag it where you want it.
    - **Resize a tile**. Tap a tile, tap **Resize** along the bottom, and then choose a size.
    - **Turn off a live tile**. Tap a tile, then tap **Turn live tile off**.
    - **Unpin from Start**. Tap a tile, then tap **Unpin from Start**.

To find out how to create and name groups of tiles, see Start screen on Windows.com.

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Change your lock screen

Your lock screen can include a picture, a slide show of pictures, and app notifications such as your next calendar appointment. Here's where you can change your lock screen settings:

- Open the Settings charm, tap or click **Change PC settings** > **PC and devices** > **Lock screen**.

For more info, see Personalize your PC on Windows.com.

Notifications

There are many ways to see when you have new email, messages, calendar events, status updates, and Tweets. You have notifications in the upper-right corner and on the lock screen.

Hide notifications

To hide notifications for a while, open the Settings charm and then tap **Notifications**. Additional notification settings are in PC settings:

- Open the Settings charm, tap or click **Change PC settings** > **Search and apps** > **Notifications**.

For more info about notifications, see the topic How to manage notifications for Mail, Calendar, and People on Windows.com.

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Lock screen app notifications

To choose which apps have notifications on the lock screen:

1. Open the Settings charm, tap or click **Change PC settings** > **PC and devices** > **Lock screen**.
2. Under **Lock screen apps**, choose the apps you want on your lock screen.

Add a language

By adding a language, you can change the language that you use to read and write in Windows, apps, and the web.

- To learn all about this, see Add a language or keyboard on Windows.com.
- If you want to use different languages in the Office apps, see Office 2013 language options on Office.com.

Desktop background, colors, and sounds

To change the desktop background, colors, and sounds:

- From the desktop, open the Settings charm, then tap or click **Personalization**. Choose a theme or change the desktop background, colors, and sounds separately. For more info, see Get started with themes on Windows.com.

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Connect devices

Connect a USB mouse, printer, and more

Surface has a full-size USB 2.0 port that you can use to connect accessories, such as a printer, camera, music player, phone, a mouse, or even an external hard drive.

The first time you plug in a USB accessory, Windows installs the necessary software for you (if needed).

Use a mouse

You can use the touchpad on your Typing Cover, or add a USB or *Bluetooth* mouse.

- **USB**. Plug the mouse into the USB port on Surface.
- ***Bluetooth***. See the **Add a Bluetooth device** section below.

Change your mouse settings

- Open the Search charm, tap or click **Change PC settings** > **PC and devices** > **Mouse and touchpad**.

Use a capacitive pen

You can use a capacitive pen or stylus (sold separately) on the Surface touchscreen. (*Capacitive* means a pen that works like your finger.) You can use a pen to draw in apps like Fresh Paint, take notes in One Note, and mark up Office docs.

Note The Surface Pro Pen can't be used with Surface.

Add a Bluetooth device

Here's how to add (also called pair) a *Bluetooth* device with your Surface:

1. Turn on the *Bluetooth* device and make it discoverable. To learn how to do this, check the info that came with your *Bluetooth* device or the manufacturer's website.
2. Open the Settings charm, tap or click **Change PC Settings** > **PC and devices** > **Bluetooth**.
3. Make sure Bluetooth is turned on, then wait while Windows searches for *Bluetooth* devices.

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4. Follow the onscreen instructions to finish pairing your device. If the accessory requires a passcode (sometimes called a pairing code), you'll be prompted for it. If you don't know the passcode, check the info that came with your device or the manufacturer's website.

Notes

- When pairing a phone, make sure your phone is unlocked and showing the Bluetooth settings screen.
- If Windows doesn't find your device, see Troubleshoot Bluetooth on Surface.com.

Add, remove, and manage your devices and printers

To remove and troubleshoot devices that aren't working properly, see Add, remove, and manage your devices and printers on Windows.com.

What devices work with Surface?

Surface is compatible with printers, mice, speakers, and other devices that have the Designed for Windows RT 8.1 logo. These devices work right out of the box—and you don't have to install drivers. Some older devices might not work with Windows RT 8.1. To check what's compatible, see the Windows Compatibility Center.

How do I print?

To print from a Windows Store app (such as Internet Explorer or Mail):

1. Open the item you want to print.
2. Open the Devices charm, then tap or click **Print**.
3. Choose your printer from the list. (If your printer isn't listed, choose **Add a printer** > **Add a device**.)
4. Choose your printing options and then tap or click **Print**.

To print from a desktop app (such as Office):

- Find the Print command in the app, or press Ctrl+P.

Printing topics

- Print and scan from Surface on Surface.com.
- Take a screen shot (print screen) in this guide.
- Share and print photos on Windows.com.

Can't print?

If you have problems printing, see Troubleshoot printing on Surface.com.

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How do I scan something?

You can use the Scan app to scan pictures or documents to a variety of file formats (such as JPG and PNG). To open the Scan app:

- Swipe up from the center of the Start screen and tap **Scan**.

Need help? In the Scan app, open the Settings charm and then choose **Help**.

Connect to a TV, monitor, or projector

You can connect your Surface to a TV to watch movies on a big screen, a projector to share a presentation, or another monitor so you can work with multiple apps.

Stream pictures, video, and music

Depending on what you already have set up, you might be ready to stream. For example, if you have an Xbox 360 on a home network you might be ready to stream. In other cases, you might need to set up or change your network and connect compatible devices.

For more info about this, see Stream pictures, video, and music to devices using Play on Windows.com.

Connect to a wireless display

1. Open the Devices charm and then tap or click **Project**.
2. Tap or click **Add a wireless display**.
3. Choose the wireless display in the list of devices found, and follow the on-screen instructions.

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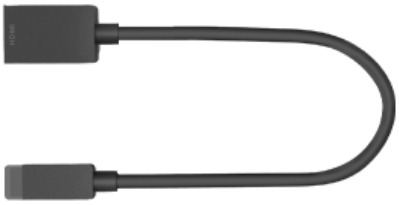
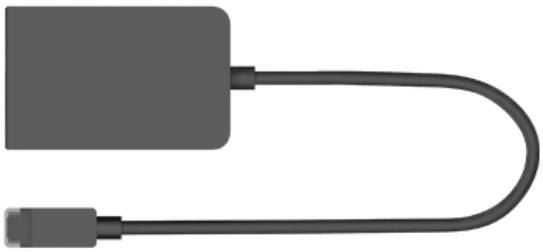
Connect with a cable

To connect Surface to another screen you'll need an adapter and a compatible VGA or HDMI cable (cables and adapters sold separately). Here are the adapters:



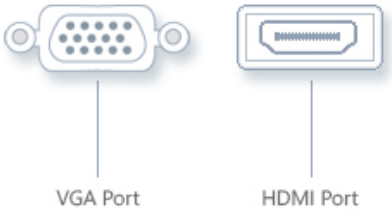
Surface HD Digital AV Adapter



Surface VGA Adapter

Which video adapter do I need?

To figure out which adapter you need, look at the ports on your TV, monitor, or projector.



- **HDMI port?** Use the HD Digital AV Adapter.
- **No HDMI port?** Use the VGA Adapter (the VGA Adapter transfers video only, not audio).

Surface video adapters are available online at Surface.com/accessories.

Connect Surface to a TV, monitor, or projector

1. Connect a VGA or HDMI cable to the HDMI or VGA port on your TV, monitor, or projector.
2. Connect the other end of the cable to the Surface adapter. (Be sure to remove the end cap from the Surface adapter.)
3. Plug the adapter into the HD video out port on Surface (see picture).

Set up what's on your screens

1. Open the Devices charm and then tap or click **Project**.
2. Choose one of these options:
   - **PC screen only**. You'll see everything on your Surface. (When you're connected to a wireless projector, this option changes to Disconnect.)
   - **Duplicate**. You'll see the same thing on both screens.

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- **Extend**. You'll see everything spread over both screens, and you can drag and move items between the two.
- **Second screen only**. You'll see everything on the connected screen, and your Surface screen will be blank.

Notes

- For more info about using taskbars and moving apps around, see Connect a second monitor or projector on Windows.com.
- **Problems or questions?** See Trouble connecting to a second screen? on Surface.com.

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Storage, files, and backup

Here's what you need to know about storage, files, and backup.

How much disk space do I have?

To see how much disk space you have on Surface:

- Open the Settings charm, then tap or click **Change PC settings** > **Search and apps** > **App sizes**. Here you can see how much disk space is available and how much space each app is using.

Notes

- Pre-installed software and apps use a significant amount of disk space. See Surface.com/storage for more details.
- Free disk space is also shown in File Explorer (choose **This PC** in the left pane of File Explorer).

Additional storage options

In addition to the internal storage, you can use the following storage options.

OneDrive (online storage)

OneDrive is cloud storage that comes with your Microsoft account. You can save files from your apps directly to OneDrive. When you open or save a file, just choose OneDrive as the location. (It might already be selected.) Or you can use the OneDrive app—see the OneDrive section to learn more about this.

You get 7 GB of storage space on OneDrive with your Microsoft account and you can buy more if needed. To see how much space you have on OneDrive:

- Open the Settings charm, then tap or click **Change PC settings** > **OneDrive** > **File storage**.

Removable storage options

USB flash drive or hard drive

Insert a USB flash drive or hard drive into the USB port on Surface.

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microSD memory card

You can add additional storage to Surface by inserting a microSD, microSDHC, or microSDXC card.

Flip out the kickstand to access the memory card slot.

Save files on another computer on your network

You can open and save files to computers on your network. For more info, see Share files and folders on Windows.com. (This way files don't take up space on your Surface.)

Files and folders

When you need to delete, copy, move, or rename files, you can use the OneDrive app or File Explorer:

- **OneDrive app**. From the Start screen, tap **OneDrive**. To learn more, see the OneDrive section in this guide.
- **File Explorer**. To open File Explorer, do either of the following:
    - Swipe up from the center of the Start screen and type **File Explorer**.
    - From the desktop, tap or click the file folder icon on the taskbar.

  For help using File Explorer, see the topic How to work with files and folders on Windows.com.

Add files to Surface

You can easily add music, pictures, videos, and documents to your Surface.

Use OneDrive to add files

Add whatever files you like to your OneDrive so that you can access them from your Surface. First add files to your OneDrive. Here's how:

1. Go to the computer with the files that you want to copy to Surface.
2. Go to OneDrive.com and upload your files. (To find out how, see Upload photos and files on Windows.com.)

Once files are on OneDrive, use the OneDrive app on Surface to access them. Here's how:

1. From the Start screen, tap or click **OneDrive**.
2. Navigate to the folder with the files that you want.

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3. Do one of the following:
    - **Open**: Tap or click a file.
    - **Download**: Swipe down on a file (or right-click), and then tap **Make offline**.

Files that are available offline are stored locally on your Surface and can be opened without an Internet connection. For more info, see Get to files when you're offline on Windows.com.

Use removable media to add files

Music, pictures, and videos on removable media automatically appear in the Photos, Music, and Video apps. This way you don't have to add files to your Surface.

If you want to add files to Surface from a USB flash drive or microSD memory card. Here's how:

1. Add files to a USB flash drive or memory card on another computer.
2. Insert the USB flash drive or microSD memory card into Surface.
3. If prompted, tap the notification in the upper-right corner and then choose **Open folder to view files**.
4. Select the files or folders you want to add to Surface.
5. Tap or click **Copy to** (on the Home tab).
6. Select a location. It's a good idea to put your files in the appropriate folder: Documents, Music, Pictures, and Videos. This way your files will show up in the appropriate app—for example, copy MP3 files to the Music folder.

For help using File Explorer, see How to work with files and folders on Windows.com.

Copy files from another computer

You can access music, pictures, videos, and documents on computers that are part of your network. This way you can copy files from one computer to Surface. For more info, see Get to files on other computers in this guide.

Back up your files using File History

File History backs up your personal files in the Documents, Music, Pictures, Videos, and Desktop folders on your Surface. Over time, File History builds a complete history of your files.

To start backing up and creating a history of your files, you'll first need to set up a File History drive and turn File History on. We recommend backing up your files to an external drive or network.

To set up a drive or network location for your backup, see Set up a drive for File History on Windows.com.

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Networking

Surface has built-in Wi-Fi that you can use to get online. Once you're online, you can browse the Internet, get apps, send email, and access other computers and devices on your network.

Connect to a wireless network

1. Open the Settings charm, then tap or click the wireless network icon ( ).
2. Tap or click a wireless network to connect to it.
3. Tap or click **Connect**. If prompted, type your network security key (network password), and then tap or click **Next**. If you need help finding your wireless network password, see How to find your wireless network password on Surface.com.
4. Choose whether or not you want to connect to other PCs and devices on the network. Choose **No** if you're connecting to a network in a public place like a café.

If you have problems connecting to a wireless network, see Can't connect to a wireless network on Surface.com.

Tip

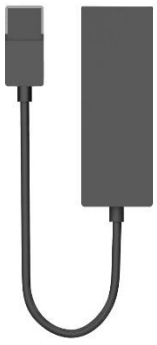
- If a wireless network isn't available, you might be able to use your phone's Internet connection. For info about this, see **Tethering** later in this section.

Disconnect from a wireless network

1. Open the Settings charm, then tap or click the wireless network icon ( ).
2. Tap or click the network with a Connected status, then choose **Disconnect**.

Connect to a wired network

You can use connect Surface to a wired network using the Surface Ethernet adapter (sold separately). Here's how:



1. Plug the Surface Ethernet adapter into the USB port on Surface (along the right edge).
2. Plug an Ethernet network cable into the adapter.
3. Plug the other end of the network cable into your router or an Ethernet network port.
4. Open the Settings charm, then tap or click the wired network icon .

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5. If prompted, type your username and password, and then tap **Next**. If you don't know this info, check with your network admin.
6. To see if you're online, go to the Start screen and start Internet Explorer.

If Surface doesn't connect to the Internet, see Connect Surface to a wired network on Surface.com.

Join a homegroup

When you have several PCs on a network, homegroups make sharing printers and files a lot easier. A homegroup is a group of PCs on a network that can share devices (such as printers) and files (such as your Documents, Pictures, Music, and Videos).

If you've already created a homegroup, Surface can join it. Here's how:

1. Open the Settings charm, then tap or click **Change PC settings** > **Network** > **HomeGroup**.
2. Tap or click **Join**. You can get the password from anyone else in the homegroup.

After you join a homegroup, you can access printers and files on PCs that are part of your homegroup. For more info, see HomeGroup from start to finish on Windows.com.

Join a workgroup

Surface can join an existing workgroup on a network. To learn more, see Join a domain, workgroup, or homegroup on Windows.com.

Get to files on other computers

To see shared files and folders on your network, open File Explorer and navigate to Homegroup or Network (or you can use the OneDrive app). Here's how:

1. Open File Explorer. (Swipe up from the center of the Start screen and type **File Explorer**.)
2. In the left pane, choose **Homegroup** or **Network**.
3. To browse shared files and folders, tap or click the computer name under Network or someone's name under Homegroup.

For more info, see Find PCs, devices, and content on your network on Windows.com.

Note PCs that are turned off, hibernating, or asleep won't appear as part of the homegroup.

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Connect to a Virtual Private Network (VPN)

Surface can connect to your workplace network by using a Virtual Private Network (VPN) connection. VPNs connect PCs to large networks (usually corporate) over the Internet.

Important Surface with Windows RT 8.1 has built-in support for VPN. Third-party VPN software can also be installed, if it's available in the Windows Store. For help with third-party VPN software, contact the third-party VPN provider.

Set up a new VPN connection

1. Ask your network admin for your company's virtual private network (VPN) server name. Example: Contoso.com or 157.54.0.1 or 3ffe:1234::1111.
2. Make sure you're connected to a wired or wireless network.
3. Open the Settings charm, then tap or click **Change PC settings** > **Network** > **Connections**.
4. Under **VPN**, tap or click **+** and enter the info for connecting to your VPN.

Can't connect? See Connect to a Virtual Private Network (VPN) on Surface.com.

Connect or disconnect from a VPN

1. Open the Settings charm, and then tap or click the wired or wireless network icon.
2. Under **Connections**, tap or click your VPN connection, then choose **Connect** or **Disconnect**.

Workplace join

If your IT admin has set up the software to allow it, you can use your Surface for work and get to workplace resources such as internal websites and business apps. For more info about this, see Use your personal PC at your workplace on Windows.com.

Airplane mode

Turn on Airplane mode when you're traveling on an airplane or when you don't need Wi-Fi or *Bluetooth* for a while. Airplane mode extends the amount of time you have before your battery needs to be recharged.

To turn Airplane mode on or off: Open the Settings charm, tap or click the wireless network icon ( ) > **Airplane mode**. When Airplane mode is on, both Wi-Fi and *Bluetooth* are turned off.

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Tethering: Use your phone's data connection

If a wireless network isn't available, you might be able to connect your phone to Surface and share your phone's cellular data connection (sometimes called *tethering*). Tethering turns your phone into a mobile hotspot.

Notes

- To share your cellular data connection, tethering must be included with your current phone plan and often costs extra.
- Tethering uses data from your cellular data plan. You should be aware of any data limits you have on your plan, so you don't get charged extra.
- By default, tethered connections on Windows RT 8.1 are metered. Apps and updates may not download over a metered connection. To change this setting or to learn more about this, see Metered Internet connections: Frequently asked questions on Windows.com.

Step 1: Share your phone's Internet connection

- **Windows Phone**. For info, see Windows Phone 8: Share my connection.
- **iPhone**. For info, see iOS: Understanding Personal Hotspot.
- **Android**. Check the materials that came with your phone or the manufacturer's website.

Step 2: On Surface, select your phone as a network

1. Open the Settings charm, then tap or click the wireless network icon ( ).
2. Tap or click your phone's name (the name you set up in Step 1), and then tap or click **Connect**.
3. If prompted, type the password that you set in Step 1.

Remote Desktop: Connect to another PC

With the Remote Desktop app from the Windows Store, Surface can connect to a PC in another location (the remote PC). For example, you can connect to your work PC and get to all your apps, files, and network resources from Surface. For info on how to do this, see Remote Desktop: Frequently asked questions on Windows.com.

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Built-in apps

Surface 2 comes with a great set of apps such as Skype, Camera, and Office 2013 RT.

Note Some features may not be available in all regions.

Office 2013 RT

Surface comes pre-installed with Office 2013 RT: Word, Excel, PowerPoint, OneNote, and Outlook.

Office 2013 RT has almost the same features as Office 2013 on Windows 7 or Windows 8. To learn about the differences, go to Office.com/OfficeRT.

Start an Office app

- From the Start screen, tap an Office app tile (such as Word).
- From the desktop, tap an Office app on the taskbar.

Either way, Office apps run in the desktop.

Get started

If you're new to Office 2013, download free Office 2013 Quick Start Guides. These printable guides have tips, shortcuts, and screenshots to help you get started.

To find out how to add your email accounts to Outlook, see Outlook RT: Add your email accounts in this guide.

OneDrive and Office work together

When you sign in with a Microsoft account, your docs are saved on OneDrive (by default) so that you can access them from anywhere—your computer, phone, or the web. Saving Office docs on OneDrive also makes it easy to share and work with other people (If they don't have Office, they can use free Office Web Apps.) For more info, see OneDrive and Office work together on Windows.com.

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A few more things

- **File compatibility**. Office 2013 apps can open files created with previous versions of Office. To check compatibility between Office 2013 and previous versions of Office, see Check file compatibility with earlier versions on Office.com.
- **Touch**. Check out the Office Touch Guide on Office.com.
- **Pen**. To find out how to use a capacitive pen (sold separately) in Office apps (called *inking*), see Use a pen to draw, write, or highlight text on a Windows tablet on Office.com.
- **Languages**. If you want to work with different languages, see Office 2013 Language Options on Office.com.

OneNote

OneNote is a digital notebook for all of your notes and information. You can create to-do lists, add pictures, and format notes with tables, bullets, and colors. When you sign in with a Microsoft account, your notes are saved in the cloud so that you can access them from your computer, phone, or the web.

You can use either of the following apps:

- **OneNote 2013 RT**. Pre-installed desktop app.
- **OneNote app**. Free app in the Windows Store.

You can add and edit notes using either OneNote app. You can also use OneNote on your phone, so that you can view and edit your notes on the go. (OneNote apps are available for Windows Phone, Android, and the iPhone.) To learn more about using OneNote on your Windows Phone, see Use OneNote Mobile on WindowsPhone.com.

Internet Explorer 11

Surfing the web has never been better. Surface has two versions of Internet Explorer:

- a touch-friendly app
- a desktop app

This way you can easily surf the web from the Start screen or the desktop.

Touch-friendly Internet Explorer 11

Internet Explorer 11 is built for touch, with faster load times, and a full-screen experience that includes side-by-side browsing of your sites.

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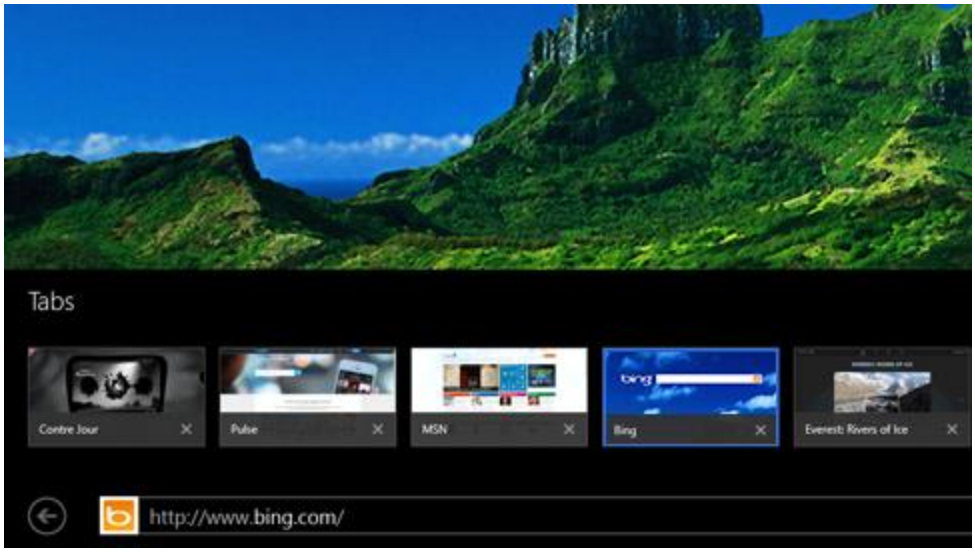

- To open Internet Explorer, go to Start and tap or click **Internet Explorer**. For help getting started, check out the Browsing the web on Windows.com.

Address bar, tabs, and favorites

To show the Address bar, swipe down from the top edge of the screen (or right-click). Tap or click the Address bar and then type what you want to find.

To always show address bar: Open the Settings charm, tap or click **Options** > **Always show address bar and tabs**.

Notes

- **Change settings**. Open the Settings charm, tap **Options**. Some settings can only be changed from the desktop version of Internet Explorer (see below).
- **Tabs**. To open a new tab, tap or click +. Then, type a URL or search term, or select one of your frequent or favorite sites. For more info, see Open, close, and switch between tabs on Windows.com.
- **Home page**. To find out how to change your home page, see Change your home page.
- **Need help?** See Internet Explorer Top Solutions on Windows.com.

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Your web favorites

You can pin websites to your Start screen or add them to your browser favorites. Here's how:

1. Go to a site that you want to pin or make a favorite.
2. Swipe down from the top edge of the screen (or right-click).
3. Tap the Favorites button (★) or the Pin button (📌).

Notes

- **Favorites**. See Add to, view, and organize favorites on Windows.com.
- **Sync your settings**. If you're using a Microsoft account, your favorites, open tabs, home page, history and settings can be synced across your Windows RT and Windows 8 PCs. For more info, see Sync your settings in this guide.

Internet Explorer for the desktop

You can also surf the web from the desktop using Internet Explorer for the desktop. Here's how:

- From the desktop, tap or click the **Internet Explorer** icon on the taskbar.

Change settings. Tap ⚙ (upper-right corner) > **Internet options**. Pop-up Blocker is on the Privacy tab. Both Internet Explorer apps use the same settings.

Browsing history. Tap ★ (upper-right corner) > **History** tab.

Display problems? If a website you're visiting doesn't look right or videos won't play, see Videos won't play or webpages don't display correctly on Windows.com.

Flash and browser add-ons

Internet Explorer can play HTML5 and many Adobe Flash Player videos, however, browser add-ons, such as Java and Silverlight, are not supported.

Streaming audio from a website

To stream audio from a website while using other apps, do the following:

- Use Internet Explorer and the other app side-by-side, or use Internet Explorer for the desktop. For more info, see Use apps together (side by side) in this guide.

Music playing from the Music app continues playing when you switch apps, and when the screen turns off.

Questions about Internet Explorer? See Internet Explorer Help on Windows.com.

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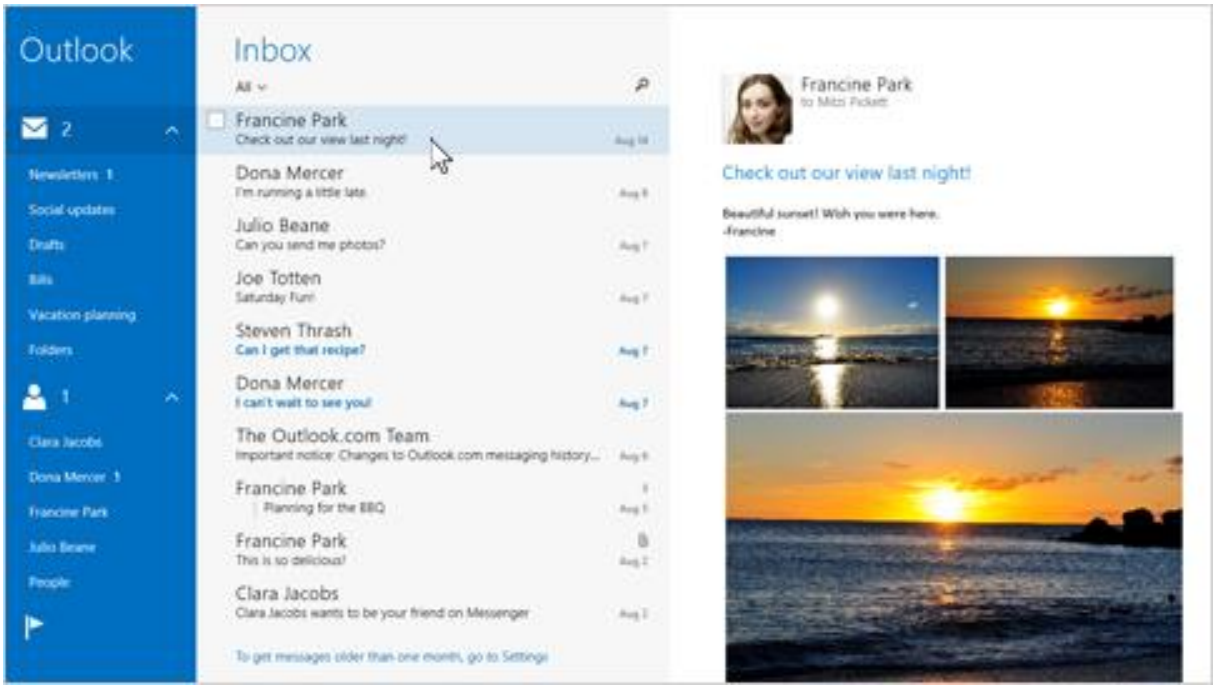
Mail

You can use the Mail app to read and respond to your email messages from all your email accounts.

Add email accounts

To find out how to add your email accounts to Mail or Outlook RT, see Set up your email in this guide.

Using Mail



Task	What to do
Change Mail app settings	Open the Settings charm, tap or click **Options**.
Change email account settings	Open the Settings charm, tap or click **Accounts**, then choose one of your accounts.
Switch accounts or folders	Tap a folder or account to switch to it (lower-left corner).
See commands	Swipe down from the top edge of the screen or right-click.
Send or receive email	To manually sync your email, swipe down from the top edge of the screen and then tap **Sync** (or press F5).

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	To change when and how much email is downloaded, open the Settings charm, tap or click **Accounts**, select an account, and then change your settings.
Find messages	Tap Search above your messages and type what you want to find.
Print messages	Open the Devices charm, tap **Print**, choose a printer, and then choose **Print**.
Select multiple messages	Swipe across a message in the middle pane, or right-click each message. To select continuous messages, hold the **Shift** key and press the **Up arrow** or **Down arrow** key.
Mark messages as unread, junk, or flagged	Select one or more messages, then swipe down from the top of the screen and choose **Flag**, **Junk** or **Mark unread**.
Format text	Select text in a new email message to see basic formatting options like the font, emoticons, or a bulleted list.
Copy and paste	Tap a word then drag a circle to extend the selection. Tap and hold the selected text for a moment, then tap **Copy** or **Copy/Paste**.
Add attachments	In a new message, tap the paper clip in the upper-right corner. Select some files and choose **Attach**.
Create and manage folders	Swipe down from the top edge of the screen, then tap or click **Folder options**.
Email notifications	New email notifications appear in the upper-right corner, on the lock screen, and on the Mail tile. For more info, see How to manage notifications for Mail, Calendar, and People on Windows.com.
Change your email signature	Open the Settings charm, tap **Accounts**, choose an account, then change the email signature.
Add a contact	Add your contacts to the People app. To find out how, see People app help on Windows.com.

Questions? Check out Mail app for Windows on Windows.com. If you're having a problem, see Troubleshoot Mail on Surface.com.

Other email apps?

- Outlook RT is pre-installed on Surface—see Outlook RT: Add your email accounts in this guide.
- Look for an email app in the Windows Store.

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People

The People app is your address book and your social app all in one. When you connect your accounts, like Facebook and Twitter, you'll get all the latest updates, Tweets, and pictures in one place. You can write on someone's Facebook wall, comment on an update, or retweet a Tweet without switching to another app.

To find out how to add your accounts, see People: Add accounts in this guide.

For info on editing contacts and creating groups, see Contact list management on Windows.com.

Connect with people

Once you've added some people, you can...

- Send them a message or email.
- Call, chat, video call them using Skype.
- Map their address so that you have directions ready to go.
- Write on their Facebook wall.

Pin a contact to Start: Tap a contact, then swipe down from the top of the screen, and tap **Pin to Start**. Now you can tap the person's tile on Start to see what's new or contact them.

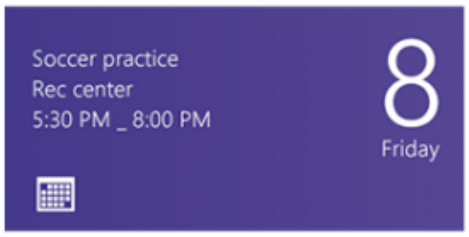
Post status updates and Tweets

1. Swipe down from the top edge of the screen, and then tap **Me**.
2. In the **What's new** section, choose a social network, write your message, and then tap send.

Tips

- You can use the Share charm to share links or photos with your social networks. See Share photos, links, and more in this guide.
- **Need help?** See People app help on Windows.com.

Calendar and reminders



The Calendar app brings all your calendars together in one place. Reminders and notifications remind you about events and appointments, so that you don't miss a thing.

To add a calendar: Open the Settings charm, tap or click **Accounts** > **Add an account**.

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Note Your Google calendar can't be synced with the Calendar app. For a workaround, see How to see your Google events on Windows.com.

To change your calendar options: Open the Settings charm, tap or click **Options**, select the calendars you want to show and the colors that you want.

To switch calendar views: Swipe down from the top edge of the screen, then tap what you want to see.

Calendar help

- See Calendar app help on Windows.com or open the Settings charm and tap **Help** (from the Calendar app).
- For info on how to get notified about upcoming events, see How to manage notifications for Mail, Calendar, and People on Windows.com.

Camera

Surface has two cameras. You can use the front-facing camera for a Skype video chat with a friend, and the rear-facing camera to record meetings and events. When Surface is positioned on a desk using the first kickstand position (the more upright position), the rear-facing camera points straight ahead.

Record video in 720p HD, with a 16:9 aspect ratio (widescreen) with either camera. Take photos with either camera, too.

Both cameras are fixed focus, so you don't need to worry about focusing. A privacy light appears when either camera is on, so there are no surprises.

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Record videos and take photos

The Camera app is pre-installed on Surface or you can use another camera app from the Windows Store (search for Camera in the Store app). The following info is for the Camera app.

To take a photo or record a video:

- Open the Camera app, and then tap the on-screen Photo button or Video button .

Tip When you're recording video, you can tap anywhere on the screen to take a picture without stopping the recording.

Camera options

Swipe down from the top edge of the screen to see camera options such as timer, exposure, and the option to switch cameras. A few more camera options are available in Settings (open the Settings charm, and then choose **Options**).

Take photos from the lock screen

You can quickly take a photo or video from the lock screen. Here's how:

1. If the screen is off, tap a key or turn Surface on.
2. Swipe down from the top edge of the lock screen.
3. Tap the Photo button or anywhere on the screen.
4. To see your camera roll or change settings, tap or click the **Unlock** button, sign in to your Surface, and open the Camera app.

To turn the lock screen camera on or off: Open the Settings charm, tap **Change PC settings** > **PC and devices** > **Lock screen** > **Swipe down on the lock screen to use the camera** (under **Camera** at the bottom of the screen).

Take a panorama

You can capture unique immersive panoramas using the Camera app. Here's how:

1. Open the Camera app and point the camera at your starting point for the panorama.
2. Tap the Panorama button .
3. Slowly tilt or rotate or the camera in any direction. When you align the new image with the existing images, the camera automatically takes the next image.
4. When you've taken all the pictures you want in your panorama, tap the check mark.

The Camera app stitches together the images and saves the panorama in your camera roll (panorama files in the Camera Roll folder have a .Pano file extension).

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For best results, keep the camera in the same place as you tilt and rotate it, as if it's on a tripod. Move slowly and steadily when lining up the image, and then pause to capture it. If your body blocks the viewfinder, keep the camera in the same place and step around it until you're out of the way. See Camera app and webcams: FAQ to watch a video showing best practices for taking a panorama.

Use the Camera, Photos, or OneDrive apps to view your panoramas. You can share links to your panoramas on OneDrive—see Share and print photos on Windows.com.

View photos and videos (Camera Roll)

There are lots of ways to see the photos and videos you've taken with the Camera app:

- **Camera app**: Swipe to the right to look through your recent photos and videos. You can also swipe down from the top edge of the screen, and then tap **Camera roll**.
- **Photos**, **File Explorer**, or the **OneDrive app**: Go to the Pictures folder, and then to the Camera roll folder.

You can choose to have the photos and videos that you take with Surface automatically uploaded to OneDrive. To find out how, see Store photos on OneDrive on Windows.com.

Edit photos

The Photos app can make automatic corrections for you, or you can experiment with lighting and color adjustments, effects, plus cropping and rotating.

1. Open a photo in the Camera, Photos, or the OneDrive app.
2. Swipe down from the top edge of the screen.

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3. Tap or click **Edit**.
4. Choose from auto and basic fixes, light and color adjustments, and effects.
5. Once the picture is how you like it, swipe down from the top edge to save your changes.

Share and print photos

For info about sharing and printing your photos, see Share and print photos on Windows.com.

Edit videos

To delete or trim videos:

1. Open the video using the Camera, Photos, or the OneDrive app.
2. Swipe down from the top edge of the screen.
3. Do one of the following:
    - Tap or click **Delete** to delete the video.
    - Tap or click **Trim** to make the video shorter. Move the handles at the left and right ends of the time line to the new start and stop points you want.

Other video editing apps

You can use the Movie Moments app to edit your videos into short movies that are 60 seconds or less. You can trim scenes, highlight key moments with captions, and add music. For more info, see How to use Movie Moments on Windows.com.

If you want to make more advanced edits or work with longer videos, search the Windows Store for other video editing apps.

Music

With the Music app, you can play music in your collection, stream music from one of the largest digital music catalogs, and buy new music from the Xbox Music Store[2]. You can also discover new music by creating a Radio station based on your favorite artists.

[2]Free streaming limited to 10 hours/month after 6 months; unlimited with paid Xbox Music Pass subscription. Free music streaming, Xbox Music Pass, and Xbox Music aren't available in all countries or regions. See Xbox Music for more info.

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Play music

1. From the Start screen, tap or click **Music**.
2. On the left, tap or click **Collection**.
3. Choose to see your collection arranged by Albums, Artists, or Songs. Or use Search to find what you want to play.
4. Select a song or album, and then tap or click the Play button.

No music? If your Collection is empty, add songs to your Music folder and they'll appear in the Music app. If your music is on another computer that's part of your home network (homegroup), you can join the homegroup and listen to music without copying files to your Surface. For help copying music to your Music folder, see Add files to Surface in this guide.

Playlists. For help creating playlists, see Music app on Windows.com.

Want bigger sound? Connect external speakers to the headset jack or USB port on Surface, or wirelessly connect speakers with *Bluetooth* wireless technology. See Connect devices in this guide for more info.

Stream music

When you're signed in with your Microsoft account, you can stream millions of songs for free*. You'll hear some ads when you're listening to songs you don't own, and there's some fine print you should read about streaming limits.

To stream music: Tap or click **Explore**, choose a new album, or use Search to find an artist, album, or song that you want to play.

*Internet required; ISP fees apply. Free music streaming, Xbox Music Pass, and Xbox Music aren't available in all countries or regions. See Xbox Music for more info.

Xbox Music Pass

If you want to stream music without hearing ads and be able to download songs to your Surface, Windows Phone or Xbox, try a subscription for Xbox Music Pass.

Create a radio station

Radio creates a dynamic playlist of songs from similar artists.

To create a new station: Tap or click **Radio**, tap **Create new station** and type an artist's name.

Buy songs and albums

You can buy music using the payment option associated with your Microsoft account. Here's how:

- Find a song or album that you want. You can use Search to quickly find something. If you don't see a buy option, swipe down from the top edge of the screen to see more commands.

To see your billing history and payment options: Open the Settings charm, then tap or click **Account**.

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Get more music apps

You can browse or search the Windows Store for music apps.

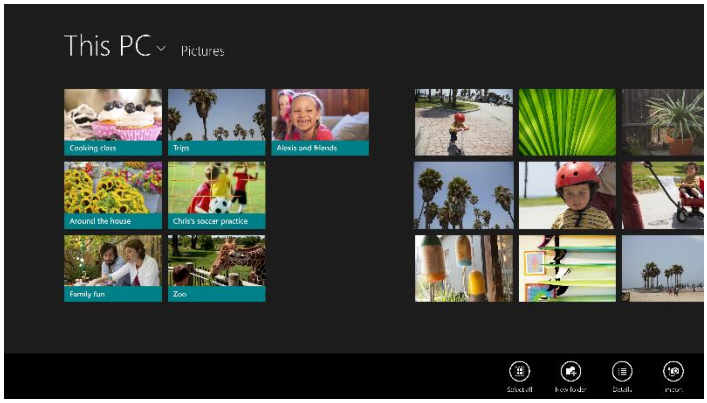
Need help?

If you need help, see Xbox Music on support.xbox.com.

Photos

You can use this app to view photos on Surface and on your OneDrive. If you have photos on your camera or phone, you can import them using this app.

To see your photos, go to the Start screen and open the Photos app. Photos from your Pictures folder appear in the Photos app. To see commands like Slide show and Select all, swipe down from the top edge of the screen.



Notes

- For help with the Photos app, see Photos app for Windows: FAQ on Windows.com.
- To see the file formats supported by the Photos app, see Which file types are supported? on Surface.com.

Import photos or videos

You can import photos from your camera, phone, or removable storage (USB flash drive or microSD memory card). To find out how, see View and import photos and home videos on Surface.com.

Edit photos

For info on how to edit photos, see Edit photos in this guide.

Tips

- If you have lots of photos or videos, you can store them on OneDrive and access them from any web-connected device (including Surface). For more info, see Store photos on OneDrive on Windows.com.
- Want to take photos or videos with Surface? See the Camera topic in this guide.

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- To find out how to share and print photos, see Share and print photos on Windows.com.

Video

You can use the Video app to watch home videos on your Surface, and rent or buy TV shows and movies from the Xbox Video Store.

The Video app uses the Xbox Video* service for movies and TV shows. And, it features Instant-on streaming in HD, so you don't have to wait for anything to download—just start watching.

*The Xbox Video service isn't available everywhere. Read this info to see where it's available.

Play videos

1. From the Start screen, tap or click **Video**.
2. Slide to the left to see your videos.
3. Tap or click a video to play it.

No videos? If you don't see any videos, add videos to your Videos folder or join a homegroup. For help copying videos to your Videos folder, see Add files to Surface in this guide.

More video apps? Browse the Windows Store for more video and entertainment apps.

Notes

- You can stream videos from Surface to your TV. See Connect to a TV, monitor, or projector in this guide.
- For help using the Video app, see Xbox Video on support.xbox.com.

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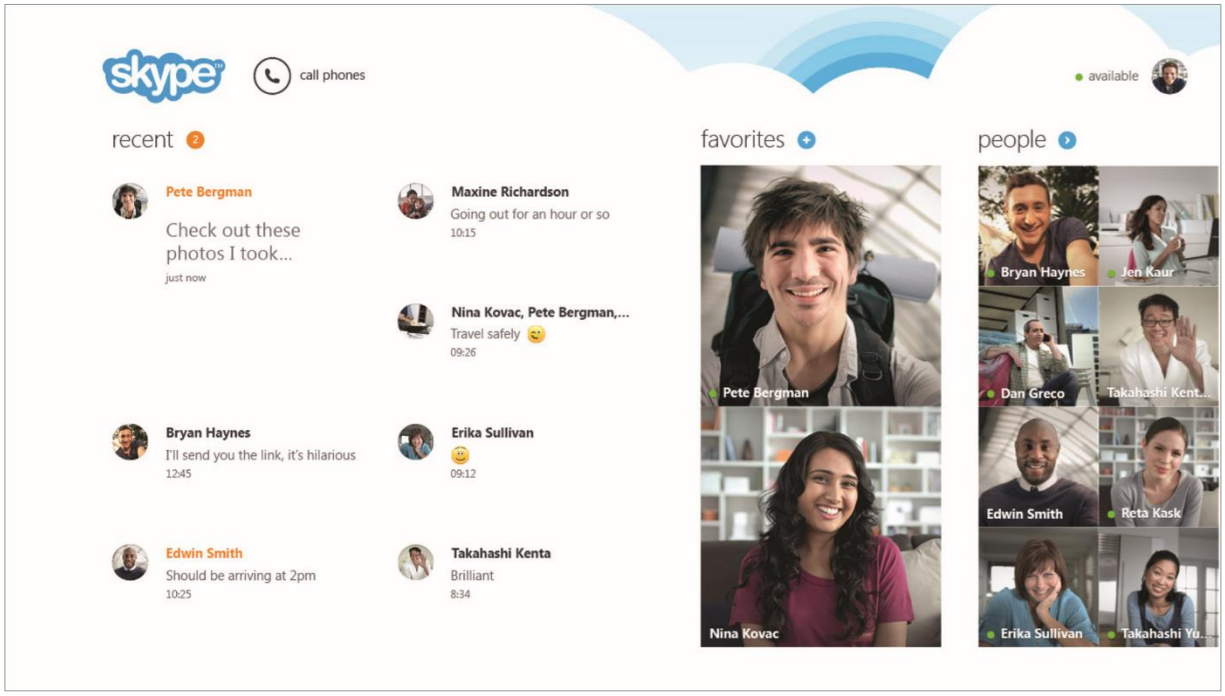
Skype

Skype is the always-on app that makes staying in touch easier than ever. Connect with friends, family, and colleagues by using Skype calls and chat.



Set up Skype

- See the Skype (IM and calls): Add contacts topic in this guide.

Call and chat

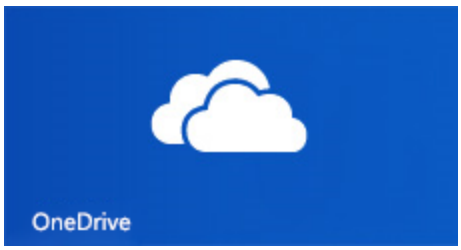
To find out how to add contacts, send instant messages, and make calls, see Skype on Surface on Surface.com.

Tips

- *To change settings or see help topics*: Open the Settings charm from the Skype app.
- *To switch between the front and rear-facing cameras while in a video call*: Tap the webcam image.

OneDrive

With OneDrive, you'll never be without the documents, photos, and videos that matter to you. Your Microsoft account includes cloud storage accessible from any of your devices—your computer, tablet, and phone.



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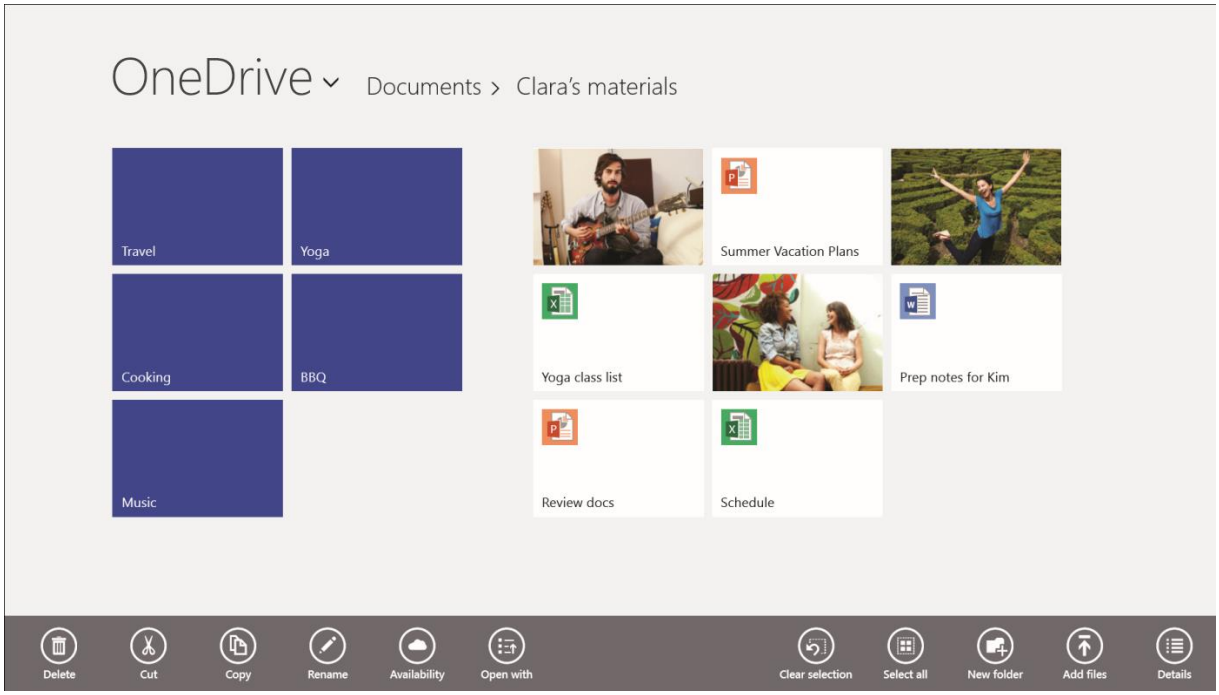
- To see what's on you OneDrive, go to Start and tap or click **OneDrive**.

All of the files that you've saved on OneDrive appear (you can also open files saved on Surface or your network). Tap or click a folder name to see the contents. Tap or click a file to open it. Office files open in Office apps and music files open in Xbox Music.

Swipe down from the top edge of the screen to see commands.



To learn more about using OneDrive, see OneDrive on Surface or Getting started with OneDrive on Windows.com.

Tips

- Pictures that you take with the Camera app are saved to OneDrive by default. See the Camera topic for more info about this.
- **Need help with OneDrive?** From the OneDrive app, open the Settings charm and then tap or click **Help**.

Get to your files from anywhere

When your files are on OneDrive, you can get to them from any device. You can go to OneDrive.com or one of the OneDrive mobile apps.

Save and open files

You can work with OneDrive files from the apps you use. When you choose to open or save files from an app, you can choose OneDrive as the location (if it isn't already selected). If you don't want to save to OneDrive, tap the arrow to switch to **This PC**.

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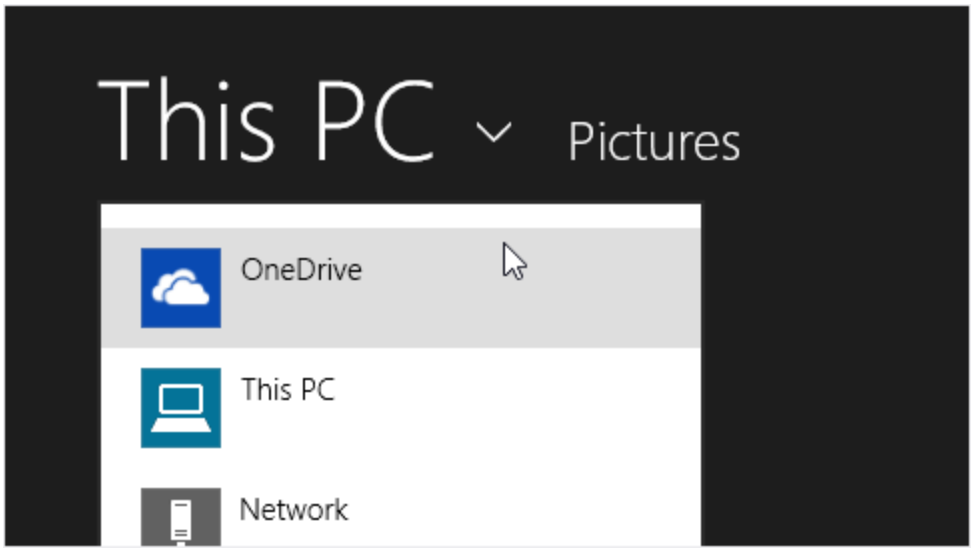

Use OneDrive to share files

With OneDrive, it's easy to share files securely and easily with your friends or coworkers. They won't need to install any special programs or sign up for a new account, and they can use any web browser to get to the files you share with them.

You can use OneDrive to share photos, Office docs, and other files with people. Here's how:

1. Open the OneDrive app and select the files that you want to share. (Swipe down on a file or folder to select it.)
2. Open the Share charm, and then decide how you want to share:
    - **By email**. Choose **Mail**.
    - **On a social network**. Choose **People**, then choose a social network.

To learn more about sharing files, see Share files and photos on Windows.com.

Xbox Games

With the Xbox Games app, you can discover all of the latest Xbox games made for Windows 8.1 and get extras for the game you last played. You can also view all the games you've played across your Xbox 360, Windows PC, and Windows Phone.

With the Xbox Games app, you can see which friends are online and what they're playing. See who's on top in the leaderboard of your favorite game. You can also view all the achievements you've earned over time.

For more info, see Windows 8.1 and Xbox: Better together on Windows.com.

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SmartGlass

Be sure to check out the Xbox SmartGlass app too—it's available for free in the Windows Store, and turns Surface into a great second screen companion. For more info, see the Xbox SmartGlass website.

To check the availability of the SmartGlass app in your region, see the Xbox on Windows feature list.

Maps

Maps can show you where you are, where you want to go, and provide directions to get you there. Maps also shows you traffic conditions to help you find the fastest route.

Note You need to be connected to the Internet to use Maps.

- **Move around the map**. Slide your finger across the screen in any direction.
- **Zoom in and out**. Pinch your fingers together or apart on the map.
- **Go to your current location**. Swipe down from the top edge of the screen, then tap **My location**.
- **Get directions**. Swipe down from the top edge of the screen, then tap **Directions**.

More built-in apps

Here are some additional apps pre-installed on your Surface:

News

Keep up to date with what's happening in the world using this photo-rich app.

Finance

Stay on top of financial news and market data from global sources.

Alarms

Manage and keep track of time by using alarms, timers, or a stopwatch. For more info, see Alarms app on Windows.com.

Reading List

Keep track of content that you want to read later. For more info, see Reading List app on Windows.com.

Travel

Plan your trip via travel guides, booking tools, real-time currency conversion, and weather forecasts.

Sports

Keep up with all the sports and teams you care about with Live Tile updates on your favorite teams.

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Weather

Prepare for the latest conditions with hourly, daily, and 10-day forecasts. Compare weather from multiple providers, check radar maps, and view historical weather.

Video

Xbox video brings you the latest movies and TV shows as well as featured hits. It offers recommendations based on what you've watched.

Food & Drink

This app features a hands-free cooking mode, a recipe and wine catalog, as well as tips and techniques from celebrity chefs.

Health & Fitness

This app has over 1,000 exercise videos, a nutritional and medical reference, and exercise and diet trackers.

Reader

Read files in PDF and XPS formats. For more info, see Reader app on Windows.com.

Additional built-in apps:

- Scan—use this app to scan pictures or documents.
- Sound Recorder—use this app to record audio such as a lecture or meeting.
- Calculator—use this app for basic calculations, advanced math (Scientific mode) and converting units of measure.

**Note Some features or apps may not be available in all regions.*

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Additional info you should know

This section includes a few more things that would be helpful for you to know.

Keep Surface up to date

Two types of updates keep Surface performing its best: Windows software updates and Surface hardware updates (also known as firmware). Both types install automatically as they become available.

If a restart is needed, you'll see a message like this:

Windows Update
Your PC will restart in 2 days to finish installing important updates.

When you see this message, do any of the following:

- Open the Settings charm, tap or click **Power** > **Update and restart**.
- From the lock screen, tap the Power icon and then **Update and restart**.
- Do nothing and Windows will install the updates and restart Surface in 2 days.

Manually check for Windows updates

1. Open the Settings charm, tap or click **Change PC Settings** > **Update and recovery** > **Windows Update** > **Check now**.
2. If updates are available, tap or click **View details**.
3. Choose the updates you want to install, and then tap or click **Install**.

See your update history

- Open the Settings charm, tap or click **Change PC Settings** > **Update and recovery** > **Windows Update** > **View your update history**.

If you have questions or problems with Windows Update, see Windows Update: Frequently Asked Questions on Windows.com.

Firmware updates

Firmware is software that controls how the Surface hardware functions. You'll see a notification on Surface when a firmware update is available. When this happens, follow the on-screen instructions to update Surface.

Important Plug Surface into an electrical outlet before updating your firmware.

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How can I help protect my Surface from viruses?

Windows RT includes up-to-date virus and malware protection called Windows Defender. This software helps identify and remove viruses, spyware, and other malicious software. Windows Defender is always on and can't be turned off.

To manually scan Surface by using Windows Defender, see How do I find and remove a virus? on Windows.com.

Keyboard shortcuts

Keyboard shortcuts are key combinations that you can use to perform a task, such as switching between open apps. For a list of shortcuts, see Keyboard shortcuts on Windows.com.

Accessibility

Ease of Access features let you use your Surface the way you want. To see what settings are available:

- Open the Settings charm, tap or click **Change PC settings** > **Ease of Access**.

For info about these features, see Ease of Access features on Windows.com.

Speech recognition

Windows Speech Recognition makes using a keyboard and mouse optional. You can control your Surface with your voice and dictate text instead.

For more info, see How to use Speech Recognition on Windows.com.

Take a screen shot

To take a snapshot of your screen, press and hold the below the touchscreen, and then press the volume rocker down (along the left edge). The screen dims briefly when the screen is captured. A picture of the screen is saved in the Screenshots folder, which is in the Pictures folder. You can use File Explorer, Photos, or the OneDrive app to see your screenshots.

You can also use the Share charm to share a screen shot with someone. For more info, see Share a link in this guide.

To capture part of the screen, see Use Snipping Tool to capture screen shots on Windows.com.

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BitLocker recovery key

Data on your Surface hard drive is automatically encrypted to help keep it secure. This way, if your Surface is lost or stolen, someone else can't access your data.

If a security event or hardware failure locks your Surface, you'll need a BitLocker recovery key to sign in. If you sign in to your Surface with a Microsoft account, a copy of your BitLocker recovery key is automatically backed up to that account. To get your recovery key, go online to BitLocker Recovery Keys.

For more info, see BitLocker recovery keys: Frequently asked questions on Windows.com.

Refresh Surface

If your Surface isn't performing as well as it once did, you can refresh it. Refreshing your Surface reinstalls Windows while keeping your personal files, settings, and apps intact. To refresh your Surface:

1. Open the Settings charm, then tap or click **Change PC settings** > **Update and recovery** > **Recovery**.
2. Under **Refresh your PC without affecting your files**, tap or click **Get started**.

Reset Surface

If you're having problems with Surface or you want to start over with it, you can remove everything and reinstall Windows. For info on how to reset Surface, see Refresh or reset your Surface on Surface.com.

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Accessories

Accessories add to your Surface experience.

Typing Covers

Click in a unique keyboard that doubles as a cover. Choose from the following Typing Covers:

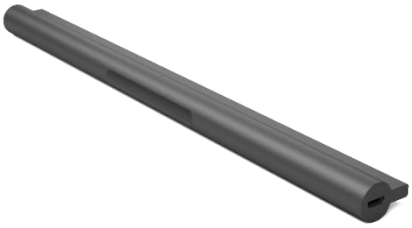
- **Touch Cover** is a super-thin, pressure sensitive keyboard and touchpad.
- **Type Cover** is a slim version of a traditional laptop keyboard with moving keys and a touchpad.

Some Typing Covers are available in different colors or designs[3]. To see what's available, go to Covers on Surface.com. All Typing Covers can be used with Surface.

[3] Colors and designs vary by region.

Wireless Adapter for Typing Covers

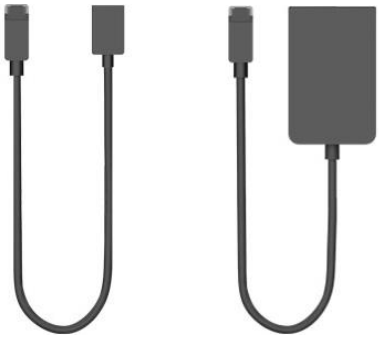
The Wireless Adapter lets you wirelessly connect a Typing Cover to your Surface. This way you can connect Surface to a monitor or TV, and type from another location like your couch. For more info, see Wireless Adapter for Typing Covers in this guide.



Video Adapters

Surface video adapters let you connect your Surface to an HDTV, monitor, or projector (adapters and cables sold separately).

See Connect to a TV, monitor, or projector in this guide for more info.



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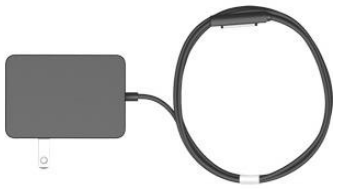
24W Power Supply (included with Surface)

Surface comes with a 24-watt power supply for charging your battery. For more info, see the Charging section of this guide.



48W Power Supply with USB Charging Port

Use this charger to charge your Surface and a USB accessory, such as your phone, at the same time. For more info, see 48-watt power supply with USB charging port in this guide.

Car Charger with USB

Use the Car Charger to charge your Surface and a USB accessory (such as your phone) while you're traveling in your car. For more info, see Car Charger in this guide.

Ethernet adapter

You can use the Surface Ethernet adapter to connect Surface to a wired network. For more info about this, see Connect to a wired network in this guide.

Arc Touch Mouse Surface Edition

This special edition Arc Touch Mouse is designed for comfort and flattens for portability—no wires or cables, just *Bluetooth*.

For setup info, see Arc Touch Mouse for Surface on Surface.com.

Wedge Touch Mouse Surface Edition

This special edition Wedge Touch Mouse is small enough to fit in your pocket, and wirelessly connects to Surface using *Bluetooth*.

For setup info, see Wedge Touch Mouse for Surface on Surface.com.

Check out all of the Surface accessories at Surface.com/Accessories.

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Care and cleaning

Here's how to keep your Surface looking and working great.

Touchscreen care

Scratches, finger grease, dust, chemicals, and ultraviolet light can affect the performance of the touchscreen. Here are a few things you can do to help protect the screen:

- **Clean frequently**. Wipe the touchscreen with a soft, lint-free cloth to clean it. You can dampen the cloth with water or an eyeglass cleaner, but don't apply liquids directly to the touchscreen. Also don't use window cleaner or other chemical cleaners.
- **Keep it covered**. Close the Cover when you're in transit or not using Surface. If you don't have a Cover, you can use a sleeve to protect the touchscreen (sleeves are available at Surface.com/Accessories).
- **Keep it out of the sun**. Don't leave Surface in direct sunlight for an extended amount of time. Ultraviolet light and excessive heat can damage the touchscreen.

Cover care

You can clean the Cover with a lint-free cloth, dampened with mild soap and water. If the spine or the magnetic connections get dirty, you can clean them with isopropyl alcohol (also called rubbing alcohol).

Battery care

- **Operating temperature**. Surface is designed to work between 32°F and 95°F (or 0°C to 35°C). Lithium-ion batteries are sensitive to high temperatures, so keep your Surface out of the sun and don't leave it in a hot car.
- **Recharge anytime**. The battery doesn't need to be empty or low before you recharge. You can recharge the battery whenever you'd like. However, it's best to let the battery run down to 10% at least once per month before you recharge it.

Safety and warranty

- Read the Safety and regulatory information for important safety info and the terms of the Surface Limited Warranty.

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Help, Service, and Support

Surface help

Support. For help and support info, go to Surface.com/Support. Find answers and share ideas with other Surface enthusiasts online in the Surface Community forum (Answers.Microsoft.com).

Registration. If you haven't registered your Surface, go to Surface.com/Support/Register.

Warranty and service. For warranty info, see Surface warranty on Surface.com. If your Surface needs service, see How to get service for Surface on Surface.com.

Windows help

- Swipe up from the center of the Start screen and then type **Help and Support**.
- From Start, tap or click **Help+Tips**. This app has info to help you get up to speed on using Windows.
- Go online to Windows.com.

App help and troubleshooting

App Help. When you're in an app, open the Settings charm and look for Help. (If you can't find Help content, check the company's website for help info.)

App problems? See Troubleshoot problems with an app on Windows.com.

That's it!

You've come to the end of this guide. We hope you've found it helpful.

Check out Surface.com/Accessories for the latest info on Surface accessories.

For the latest news about Surface, check out our Surface Blog.

For the latest buzz about Surface, follow us:

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